



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

December 18, 2023

DIVISIONAL MEMORANDUM

No. 379, s. 2023

**UTILIZATION OF PROPERTY, PLANT AND EQUIPMENT LEDGER CARD
AND PROPERTY CARD**

TO : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
All others Concerned
This Division

1. In order to expedite the reconciliation of Property Plant and Equipment inventory which reflect a very huge difference of Php 273,329,296.30, this Office hereby instruct that Accounting Unit shall utilize the form Property Plant and Equipment Ledger Card (PPELC) and that Supply Unit shall utilize/update the form Property Card (PC).
2. Present to the undersigned the necessary schedule of activities pertaining to the reconciliation of its inventory report.
3. Please be guided accordingly.

NIMFA R. LAGO, PhD., CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



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PANDONG
#PadayonAsensoOzamiz