



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

February 21, 2024


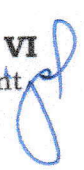
DIVISION MEMORANDUM

No. 127, s. 2024

CREATION OF PROPERTY NUMBER FOR DEPED ASSETS

**TO: DIVISION SUPPLY OFFICER II
35 ADMINISTRATIVE OFFICERS II (AOII)**

1. In compliance with the mandate of COA Circular No. 2020-006 (*Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies*) particularly in **Paragraph 5.6 that states: Each government agency shall adopt a uniform property identification system for PPE wherein a unique Property Number shall be assigned for each PPE item, using a numbering system**, this office informs the field of the conduct of a **one (1) day Orientation on the Creation of Property Number for All DepEd Assets** on March 1, 2024 at a venue to be announced later.
2. The activity aims to accomplish the following:
 - a. create unique property numbers for each PPE; and
 - b. establish uniformity of asset tags in all schools
3. Participants to this gathering are the 35 Administrative Officers II (AOII).
4. Please Bring your PPE 2023 Inventory Report.
5. Immediate dissemination and compliance with this Memorandum are desired.


SHERLITA A. PALMA, EdD, CESO VI
OIC - Schools Division Superintendent 



RELEASED

Date: 2/21/24

