



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

November 11, 2021

OFFICE MEMORANDUM

No. 015, s. 2021

INVENTORY OF PROPERTY PLANT AND EQUIPMENT

To: All Schools Division Office Employees

1. In connection with the Division's Annual Physical Inventory taking and COA Circular No. 2020-006, Dated January 31, 2020, Re: 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, this Office directs all employees assigned at the various offices of SDO proper to please bring their PPE items (eg. Laptop, camera and others) issued to them on November 23, 2021.
2. For your guidelines and compliance.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbagueocity@gmail.com
Website: www.depdpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



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