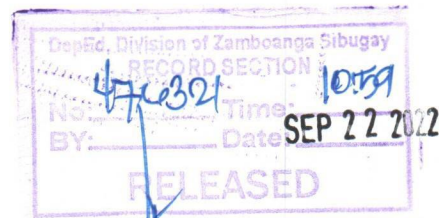




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



September 19, 2022

DIVISION ADVISORY
No. 003, s. 2022

**FINAL PROCESSES AND TIMELINES FOR THE RESUBMISSION OF
PPE INVENTORY REPORTS**

**TO: All District Supervisor
School Heads, Elementary/Secondary
District Property Custodian's
Administrative Officer II
School Property Custodian
All Other Concerned**

1. The Commission on Audit is expecting the submission of the final copy of PPE Inventory Reports on or before **November 29, 2022**.
2. In this connection, this office hereby enjoins all offices and school heads to submit the final copy of their PPE Inventory Reports to the Division Inventory Committee to complete the reconciliation of our PPE assets with the supply vis a vis Accounting and COA records.
3. Hence, processes and timelines are hereby set for the submission and final updating of our PPE Inventory Reports, to wit;
 - 3.1 The review and evaluation of the PPE Inventory Reports are ongoing and undertaken by the following, respectively, to wit;


3.1.1 Ipil, Kabasalan, and Payao	c/o GRACE R. JUGNO Vice Chairman
3.1.2 Talusan and Olutanga	c/o MARY BENETH LAGROMA Member
3.1.3 Titay and Naga	c/o RHEEZA I. NASSAIE Member
3.1.4 Tungawan and Imelda	c/o FRANCIS LOYD CENABRE Member (Technical)
3.1.5 Malangas and Diplahan	c/o DENNIS JUMAWAN Member (Technical)
3.1.6 Alicia and R.T. Lim	c/o JOHN WILBERT SAZON Member (Technical)
3.1.7 Mabuhay, Buug and Siay	c/o RADZME H. LINDET Member (Technical)
 - 3.2 All PPE Inventory Reports that are returned by the committee for compliance of deficiencies shall be taken care of by the Administrative Officers II until the end of **September 2022** only;
 - 3.3 Retrieval of the corrected copies will be until **October 21, 2022**;
 - 3.4 While the processes of 3.1, 3.2, and 3.3 are taking place, the **DZSAM** or the System will be closed for updating. **The System becomes** available starting **October 24-30, 2022** for **the** simultaneous reuploading and reupdating of the PPE Inventory Reports;






Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

- 3.5 The representatives from the Accounting, Supply and ICT offices shall monitor regularly the final reuploading of the PPE Inventory Reports for the generation of RCPPE (Report Card of PPE) with the supply and PPELC (PPE Ledger Card) with the Accounting for reconciliation purposes within the last week of **October 2022**;
- 3.6 Simultaneously, the supply member-representative, Francis Lloyd Cenabre shall prepare the PPE stickers properly labeled with the corresponding codes;
- 3.7 The entire month of November shall be devoted for the preparation of the final report by the PPE Inventory Committee;
4. Immediate compliance and wide dissemination of the above information is desired.


DR. JEANELYN A. ALEMAN, CESO VI
Schools Division Superintendent

 ZS-DA-OSDS-P&S-2022-05-
RIN-20220516

Reference: COA Circular 2022-006 s. 2020

To be indicated in the Perpetual Index under the following subjects:

ASSETS	PROPERTY
EQUIPMENT	REPORTS
INVENTORY	SCHOOL

