



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

September 6, 2021

Division Memorandum

No. 401, s. 2021



To: Administrative Officers II (Elementary)
Secondary School Property Custodians (Designate)
This Division

VIRTUAL CONSULTATIVE MEETING ON THE ISSUANCE OF COA CIRCULAR 2020-006

1. In compliance to the Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items found at Station, Disposition for Non-Existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies, the Property Custodians are enjoined to attend **Virtual Consultative Meeting on September 8, 2021** with the following schedules:

Administrative Officers II (Elem)

8:00AM - 12:00NN

School Property Custodians-Designate (Sec)

1:00PM - 5:00PM

2. Issues and Concerns regarding the encoding of asset inventories will be discussed in detail.
3. The officials concerned are expected to use via Google Meet at least 30mins earlier than the set schedule. Once available, the link will be provided at the group chat.
4. Immediate and wide dissemination of this Memorandum is desired.


ALICIA E. ANGHAY

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Officer-In-Charge
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