



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

May 29, 2023

DIVISION MEMORANDUM
NO. **249**, s. 2023

**REQUEST FOR COPIES OF AVAILABLE PROPERTY TRANSFER REPORTS (PTR)
THAT WERE DELIVERED BY THE THIRD-PARTY LOGISTICS**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public School District Supervisors
Heads of Public Elementary and Secondary Schools
School / District Property Custodians
All Others Concerned

1. This refers to the unnumbered MEMORANDUM dated May 17, 2023, re: Request for copies of available Property Transfer Reports (PTR) that were delivered by the Third Party Logistics. The Third Party Logistics service provider transmitted some PTRs in relation to the Technical-Vocational-Livelihood Program and the DepEd Computerization Program but has not submitted all the PTRs of items they have delivered already. This is the link for the allocation list of Science and Mathematics Equipment, Technical-Vocational-Livelihood Program, Textbooks, Activity Sheets, School Furniture, and DepEd Computerization Program in Pampanga, together with the hard copies for your easy reference: bit.ly/bigticketsALLOCATION.
2. In view of this, all public schools with the allocations of the above deliveries are hereby directed to upload clear pdf copies of the PTR on or before May 31, 2023, and change the filename or rename the file to the school ID: bit.ly/bigticketsPTRUPLOADING.
3. District property custodians are requested to monitor the submission of the required reports.
4. Please see the enclosures for other details.
5. For additional information, please email Ms. Sharon M. Catangal, Division Supply Officer, at sharon.catangal001@deped.gov.ph.
6. Immediate and wide dissemination of this Memorandum is desired.

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Dep Ed DIVISION OF PAMPANGA
CITY OF SAN FERNANDO
RECEIVED
MAY 30 2023
Encl. As stated
csds-supply-2023-05-011

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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Republika ng Pilipinas
Department of Education
ADMINISTRATIVE SERVICE

Asset Management Division

MEMORANDUM

FOR : **Division Supply Officers**
School Property Custodians

THRU : **Regional Supply Officers**

FROM : **ROBERT M. AGUSTIN**
Director IV

SUBJECT : **Request for copies of available Property Transfer Reports (PTR) that were delivered by the Third Party Logistics**

DATE : **May 17, 2023**

This has reference to the issuance from the Commission on Audit regarding the unreconciled PPE balances between Accounting and AMD records. One of the recommendations was to:

“Require the AMD to conduct an inventory on all PTRs which should have been received from the SDOs or recipient schools and require the latter to submit immediately all PTRs which shall be immediately furnished to the Accounting for the derecognition in its books.”

The Third Party Logistics service provider transmitted some PTRs in relation to the Technical-Vocational-Livelihood Program and the DepEd Computerization Program but has not submitted all the PTRs of items they have delivered already. This is the link for the allocation list of Science and Mathematics Equipment, Technical-Vocational-Livelihood Program, Textbooks, Activity Sheets, School Furniture, and DepEd Computerization Program for your easy reference: bit.ly/3MfOwaa.

In this light, may we seek your assistance in providing the Asset Management Division copies of PTRs that your good office has by uploading them to this link: bit.ly/41oZKNy on or before May 31, 2023. A powerpoint presentation is uploaded in the folder to serve as guide on the parts of a PTR. Please upload .pdf copies of the PTR and change the filename or rename the file to the school ID.

Should you have any further queries, your staff may contact Mr. Marc Louie Licos through telephone number 8635-0551 or electronic mail address as.amd@deped.gov.ph. Thank you.