



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

March 10, 2025

DIVISION MEMORANDUM
NO. 206, s. 2025

**RENEWAL OF PROPERTY ACKNOWLEDGMENT RECEIPT (PAR)
PURSUANT TO GOVERNMENT ACCOUNTING MANUAL (GAM)VOLUME II**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public Secondary & Elementary School Heads
Unit & Section Heads
District / School Property Custodians
All Others Concerned

1. Pursuant to Government Accounting Manual (GAM) Volume I. Physical Count of PPE. The entity shall have a periodic physical count of PPE, which shall be done annually and presented in the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) (Appendix 71) as of December 31 of each year. This shall be submitted to the Auditor concerned not later than January 31 of the following year. Equipment found at the station and losses discovered during the physical count shall be reported to the Accounting Division/Unit for proper accounting/recording.
2. Considering the foregoing, this Office provides a copy of the Property Acknowledgement Receipt (PAR) – Appendix 71 of the Government Accounting Manual (GAM). This shall be issued to the school/end-user and shall be renewed every three years or every time there is a change in custodianship/user of the property particularly items that were booked in the Division Office.
3. District property custodians and clusters in charge are directed to pick up the PAR documents any day from **March 11 to 14, 2025**. These documents are foldered by schools within the districts and clusters. Schools are directed to pick up the PARS in Districts and Clusters for confirmation. Moreover, PAR documents shall be returned to the Division Office Property and Supply Unit **on or before March 28, 2025**, through districts/clusters in charge.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

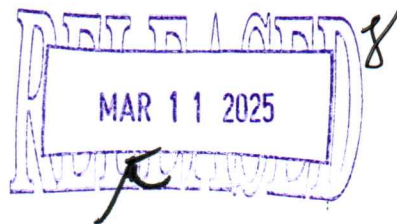


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4. For Division Office personnel, renewal and confirmation will start on March 12, 2025.
5. District property custodians and cluster in charge are requested to monitor the renewal.
6. Immediate and wide dissemination of this Memorandum is desired.

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

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Encl.: As stated.
osds-supply-2025-03-010



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**DISTRICTS / CLUSTERS IN CHARGE OF PICK UP (for the RENEWAL OF
 PROPERTY ACKNOWLEDGMENT RECEIPT (PAR))
 ELEMENTARY - BY DISTRICT**

	SECTOR	DISTRICT	CENTRAL SCHOOL	ADDRESS
1	EAST	CANDABA EAST	BAHAY PARE ES	SITIO 1 BAHAY PARE, CANDABA, PAMPANGA
2	EAST	CANDABA NORTH	SALAPUNGAN ES	SALAPUNGAN, CANDABA, PAMPANGA
3	EAST	CANDABA WEST	CANDABA ES	BUAS, CANDABA, PAMPANGA
4	EAST	MEXICO NORTH	STO. ROSARIO ES	STO. ROSARIO, MEXICO, PAMPANGA
5	EAST	MEXICO SOUTH	MEXICO ES	STO. CRISTO, MEXICO, PAMPANGA
6	EAST	MEXICO WEST	ANAO ES	ANAO, MEXICO, PAMPANGA
7	EAST	SAN LUIS	SAN LUIS ES	STA. CRUZ POBLACION, SAN LUIS, PAMPANGA
8	EAST	STA. ANA	STA. ANA ES	STA. LUCIA, STA. ANA, PAMPANGA
9	NORTH	ARAYAT EAST	SAN NICOLAS ES	SAN NICOLAS, ARAYAT, PAMPANGA
10	NORTH	ARAYAT WEST	ARAYAT CS	SAN AGUSTIN SUR, ARAYAT, PAMPANGA
11	NORTH	BACOLOR SOUTH	BACOLOR INTEGRATED SCHOOL	CABAMBANGAN, BACOLOR, PAMPANGA
12	NORTH	BACOLOR NORTH	BACOLOR ES MADAPDAP RESETTLEMENT	MADAPDAP RESETTLEMENT, MABALACAT, PAMPANGA
13	NORTH	MAGALANG NORTH	SAN MIGUEL ES	SAN MIGUEL, MAGALANG, PAMPANGA
14	NORTH	MAGALANG SOUTH	MAGALANG CS	SAN NICOLAS, MAGALANG, PAMPANGA
15	NORTH	PORAC EAST	PORAC ES	LUMANLAN ST., POBLACION, PORAC, PAMPANGA
16	NORTH	PORAC WEST	MITLA ES	MODEL COMMUNITY PIO, PORAC, PAMPANGA
17	SOUTH	APALIT	SAN VICENTE ES	SAN VICENTE, APALIT, PAMPANGA
18	SOUTH	MACABEBE EAST	MACABEBE ES	SAPANG PARI, SAN ROQUE, MACABEBE, PAMPANGA
19	SOUTH	MACABEBE WEST	STA. MARIA ES	STA. MARIA, MACABEBE, PAMPANGA
20	SOUTH	MASANTOL SOUTH	BEBE ANAC ES	BEBE ANAC, MASANTOL, PAMPANGA
21	SOUTH	MASANTOL NORTH	MASANTOL ES	SAN NICOLAS, MASANTOL, PAMPANGA
22	SOUTH	MINALIN	MINALIN ES	STO. ROSARIO, MINALIN, PAMPANGA
23	SOUTH	SAN SIMON	SAN SIMON ES	SAN JOSE, SAN SIMON, PAMPANGA
24	SOUTH	STO. TOMAS	SAN MATIAS ES	SAN MATIAS, STO. TOMAS, PAMPANGA
25	WEST	FLORIDABLANCA EAST	FLORIDABLANCA ES	SAN ANTONIO, FLORIDABLANCA, PAMPANGA
26	WEST	FLORIDABLANCA WEST	SAN JOSE ES	SAN JOSE FLORIDA BLANCA
27	WEST	GUAGUA EAST	GUAGUA ES	STA. FILOMENA, GUAGUA, PAMPANGA
28	WEST	GUAGUA WEST	SAN ANTONIO CENTRAL SCHOOL	SAN ANTONIO, GUAGUA, PAMPANGA
29	WEST	LUBAO EAST	LUBAO ES	PLAZA LUBAO, LUBAO, PAMPANGA
30	WEST	LUBAO NORTH	STA. MONICA ES	STA. MONICA, LUBAO, PAMPANGA
31	WEST	LUBAO WEST	STA. CRUZ ES	STA. CRUZ, LUBAO, PAMPANGA
32	WEST	SASMUAN	SASMUAN ES	STA. LUCIA, SASMUAN, PAMPANGA
33	WEST	STA. RITA	STA. RITA ES	SAN VICENTE, STA. RITA, PAMPANGA

SECONDARY-BY CLUSTER

	CLUSTER	SCHOOL NAME	MUNICIPALITY	ADDRESS
1	Cluster I	Andres M. Luciano HS	MAGALANG	San Pablo, Magalang, Pampanga
2	Cluster II	Porac Model Community HS	PORAC	Model Community Pio Porac Pampanga
3	Cluster III	Lubao NHS	LUBAO	Purok 1, San Nicolas 1st, Lubao, Pampanga
4	Cluster IV	San Juan HS- Mexico	MEXICO	San Juan, Mexico, Pampanga
5	Cluster V	San Luis HS	SAN LUIS	STO.TOMAS, SAN LUIS, PAMPANGA
6	Cluster VI	San Matias HS	SANTO TOMAS	San Matias, Sto. Tomas, Pampanga
7	Cluster VII	Masantol High School	MASANTOL	Bebe Anac, Masantol, Pampanga



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