



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

June 09, 2025

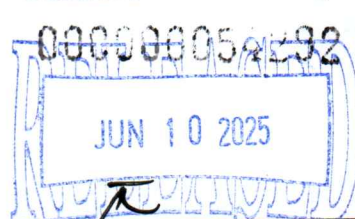
DIVISION MEMORANDUM
NO. 358, s. 2025

CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

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. In reference to the enclosed Regional Memorandum No. 194, s. 2025 re: Conduct of Physical Count of Property, Plant and Equipment dated June 09, 2025. This Office hereby directed all public schools to conduct a Physical Count of Property, Plant, and Equipment (PPE) on the last day of the 2025 Brigada Eskwela, June 13, 2025, from 9:00 a.m. onwards.
2. The physical count will be conducted in a hybrid setup. Each school and office shall perform the physical count onsite (face to face), while the monitoring and evaluation by the Asset Management Team (AMMT), Observers, District Supervisors, and Commission on Audit (COA) Auditors shall be done remotely via the MS Teams Channel.
3. Immediate and wide dissemination of this Memorandum is desired.


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



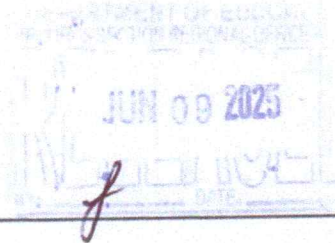
Encl.: As stated.
osds-supply-2025-06-017



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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 194, s. 2025

CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

To : Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Department of Education Region III's thrust to ensure accurate recording, reporting, and management of government property, all Schools Division Offices (SDOs) and public schools are directed to conduct a Physical Count of Property, Plant, and Equipment (PPE) on the last day of the 2025 Brigada Eskwela, June 13, 2025, from 9:00 a.m. onwards.
2. The physical count will be conducted in a hybrid setup. Each school and office shall perform the physical count onsite (face-to-face), while the monitoring and evaluation by the Asset Management Monitoring Team (AMMT), Observers, District Supervisors, and Commission on Audit (COA) Auditors shall be done remotely via the MS Teams Channel. Further details and mechanics of the activity will be discussed during the Online Quarterly Conference of Regional and Division Budget Officers and Accountants on June 10, 2025.
3. All concerned personnel, particularly members of the following committees: a) Committee on Physical Inventory, b) Asset Management Monitoring Team (AMMT), and c) Brigada Steering Committee as set forth under Regional Memorandum No. 672, s. 2024, "Implementation Guidelines on the Standard Procedure for the Management of Property Plant and Equipment of the Regional Office, Schools Division Offices and Public Schools", are expected to perform their respective roles and responsibilities as outlined in the said memorandum. Full cooperation and adherence to the prescribed guidelines are required



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4. The results of the physical count must be documented and submitted to the respective SDOs for consolidation. Division Supply Officers shall ensure the timely submission of reports, together with the video, to the Regional Office through the links provided in Annex A on or before June 18, 2025.
5. Compliance is desired.


RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: As stated

References: Regional Memorandum No. 672, s. 2024

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

PROPERTY MANAGEMENT

FIN1/fin2
June 5, 2025



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ENCLOSURE TO REGIONAL MEMORANDUM NO _____, s. 2025

LINKS FOR ONLINE REPOSITORIES PER SCHOOLS DIVISION OFFICES (SDO)

SDO	LINK
1. ANGELES CITY	https://tinyurl.com/SDOAngelesPPE
2. AURORA	https://tinyurl.com/SDOAuroraPPE
3. BALANGA CITY	https://tinyurl.com/SDOBalangaPPE
4. BALIWAG CITY	https://tinyurl.com/SDOBaliwagPPE
5. BATAAN	https://tinyurl.com/SDOBataanPPE
6. BULACAN	https://tinyurl.com/SDOBulacanPPE
7. CABANATUAN CITY	https://tinyurl.com/SDOCabanatuanPPE
8. CITY OF SAN FERNANDO	https://tinyurl.com/SDOSanFernandoPPE
9. CITY OF SAN JOSE DEL MONTE	https://tinyurl.com/SDOSanJoseDelMontePPE
10. GAPAN CITY	https://tinyurl.com/SDOGapanPPE
11. MABALACAT CITY	https://tinyurl.com/SDOMabalacatPPE
12. MALOLOS CITY	https://tinyurl.com/SDOMalolosPPE
13. MEYCAUAYAN CITY	https://tinyurl.com/SDOMeycauayanPPE
14. NUEVA ECIJA	https://tinyurl.com/SDONuevaEcijaPPE
15. OLONGAPO CITY	https://tinyurl.com/SDOolongapoPPE
16. PAMPANGA	https://tinyurl.com/SDOPampangaPPE
17. SAN JOSE CITY	https://tinyurl.com/SDOSanJoseCityPPE
18. SCIENCE CITY OF MUNOZ	https://tinyurl.com/SDOMunozPPE
19. TARLAC CITY	https://tinyurl.com/SDOTarlacCityPPE
20. TARLAC PROVINCE	https://tinyurl.com/SDOTarlacPPE
21. ZAMBALES	https://tinyurl.com/SDOZambalesPPE

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