



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City



Jesus Street, Pulung Buiu, Angeles City  
Tel. Nos. (045) 322-4104; 322-5722 / Fax Nos. (045) 322-4106

October 16, 2018

RELEASED


**DIVISION MEMORANDUM**  
No. 454, S. 2018

OCT 18 2018  
By \_\_\_\_\_  
DepED Angeles City  
Division of City Schools

**SUBMISSION PROPERTY, PLANT AND EQUIPMENT DATA**

To: Heads of Public Elementary, Secondary Schools & Senior High Schools

1. The Commission on Audit (COA) is in the process of auditing Property Plant, and Equipment (PPE) Accounts.
2. Relative to this, schools are instructed to submit data of their respective PPEs using the attached template, to be prepared by the School Property Custodian and noted by the School Principal.
3. Please submit accomplished template and issued Property Acknowledgement Receipts in soft copy to [depedangelescoa@yahoo.com](mailto:depedangelescoa@yahoo.com) and [divisionsupplyoffice@gmail.com](mailto:divisionsupplyoffice@gmail.com) on or before October 31, 2018.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**LEILANI S. CUNANAN, CESO VI**  
Schools Division Superintendent



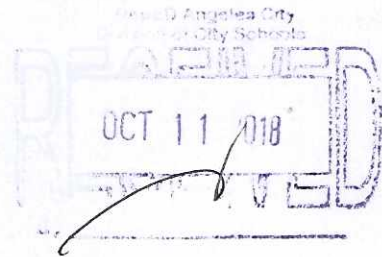


Republic of the Philippines  
COMMISSION ON AUDIT  
Regional Office No. III  
DEPARTMENT OF EDUCATION  
Division of Angeles City  
Angeles City, Pampanga



October 10, 2018

**MS. LEILANI S. CUNANAN, CESO VI**  
Schools Division Superintendent  
DepEd Division of Angeles City  
Pulungbulo, Angeles City



Dear **Superintendent Cunanan**:

In view of our audit of the Property, Plant and Equipment accounts, may we request your assistance to collect data of the Property, Plant and Equipment held by the schools using the attached form to be prepared by the School Property Custodian and noted by the School Principal and submit the same in a soft copy format as well as the issued Property Acknowledgement Receipts at [depedangelescoa@yahoo.com](mailto:depedangelescoa@yahoo.com) on or before October 31, 2018.

Anticipating your usual cooperation and thank you for your support to our audit team.

Very truly yours,

  
**PRINCESS LEA B. TAROY**  
Audit Team Leader

