



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

June 11, 2025


DIVISION MEMORANDUM

No. 283 s, 2025

To: Assistants Schools Division Superintendent
Public Schools District Supervisors
Principal/School heads
Administrative Officer II
Property Custodian
All other Concerned

DIVISION-WIDE SIMULTANEOUS PHYSICAL COUNTS OF PROPERTY, PLANT AND EQUIPMENT (PPE)

1. In reference to **Regional Memorandum No. 194, s. 2025**, entitled "**Conduct of Physical Count of Property, Plant and Equipment (PPE)**," This Division Memorandum is hereby issued to conduct a division-wide simultaneous physical count of all PPE on June 13, 2025, starting at 8:30 a.m. and continuing until the completion of the activity.
2. The physical count will be conducted in a hybrid setup. Each school and office shall perform the physical count on site (face-to-face), while the monitoring and evaluation by the Division Asset Management Monitoring Team (AMMT) and observer shall be done remotely via MS Teams.
3. All schools are required to join the MS Teams platform using one DepEd email account of any member of the inventory team before the start of the physical count, through this link: tinyurl.com/SPC-PPE-BUL
4. All concerned personnel, particularly members of the various committees created to facilitate the smooth conduct of the physical count, as set forth in Regional Memorandum No. 672, s. 2025, are expected to perform their respective roles and responsibilities as outlined in the said memorandum.
5. Schools are required to submit the RPCPPE and PPE Count Sheet online, accompanied by a video recording as means of verification.
6. Enclosed with this memorandum are the Procedural Guidelines for the Division-Wide Simultaneous Physical Count of PPE.
7. This memorandum shall be widely disseminated for the information and cooperation of all concerned.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

Property and Supply Unit



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Enclosure to Division Memorandum No. 283 S, 2025

**PROCEDURAL GUIDELINES FOR THE DIVISION-WIDE SIMULTANEOUS PHYSICAL
COUNT OF PPE**

1. One member of the Inventory Committee shall be on MS Teams on or before 8:30 a.m. on June 13, 2025, and shall remain on the platform throughout the activity, unless given permission to leave.
2. The committee will check all PPE assets within the school. The physical count will not focus solely on quantity; it will also serve as a time to assess the status, condition, and completeness of all items.
3. All remarks shall be written to the RPCPPE and PPE Count Sheet to be submitted after the physical count through online.
 - a. The **signed reports** shall be submitted in PDF format, while the corresponding **raw files** shall be in Excel format. Using this link:
<https://shorturl.at/5wpyE>

The report must be name as follows:

- DISTRICT_SCHOOL NAME_RPCPPE or PPE Count Seet
 - JHS_NON_IUS_SCHOOL NAME_RPCPPE or PPE Count Seet
 - SHS_NON_IUS_SCHOOL NAME_RPCPPE or PPE Count Seet
 - JHS_IUS_SCHOOL NAME_RPCPPE or PPE Count Seet
 - SHS_IUS_SCHOOL NAME_RPCPPE or PPE Count Seet
4. Property tags shall be affixed to the items or building following the completion of the physical count.
 5. A video recording of the process shall be prepared and submitted through the provided link as a means of verification. The content and length of the video shall be at the discretion of the school, provided it clearly shows the entire process. Submit the video using this link: <https://shorturl.at/s3rkb>

The video must be name as follows:

- DISTRICT_SCHOOL NAME
- JHS_NON_IUS_SCHOOL NAME
- SHS_NON_IUS_SCHOOL NAME
- JHS_IUS_SCHOOL NAME
- SHS_IUS_SCHOOL NAME