



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 28 2023

MEMORANDUM

**PHYSICAL COUNT/INVENTORY OF THE CITY PROPERTY,  
PLANT AND EQUIPMENT (PPE)**

TO: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary & Secondary School Principals / OICs  
Administrative Officer V

1. Attached is a Memorandum from Ms. Maricel G. Labra, Acting Head of Assets Management Office, dated April 17, 2023, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate, wide dissemination, and compliance with this Memorandum is desired.

**EVANGELINE P. LADINES, CESO V**  
Schools Division Superintendent

Enclosure: As stated .

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

PROPERTY INVENTORY

MMP/NAV/DM – PHYSICAL COUNT/INVENTORY OF THE CITY PROPERTY, PLANT AND EQUIPMENT (PPE)

129 /APRIL 20, 2023

UN-2023-129



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City

(02) 8805 - 9935, (02) 8805 - 9940

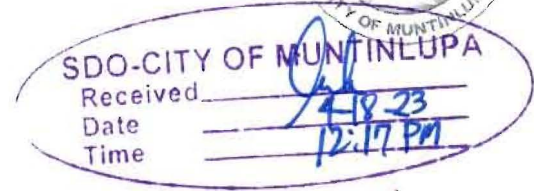
sdo.muntinlupa@gmail.com



57-31 128 702



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
Assets Management Office



MEMORANDUM

To : ALL DEPARTMENT HEADS/ADMINISTRATIVE and PROPERTY OFFICERS  
From : MARICEL G. LABRA  
Subject : Physical Count/Inventory of the City Property, Plant and Equipment (PPE)

Date : APRIL 17, 2023

Please be informed that the **ASSETS MANAGEMENT OFFICE** together with the **MUNTINLUPA CITY COMMITTEE ON PROPERTY, PLANT AND EQUIPMENT INVENTORY AND DISPOSAL (MCCPPEID)** will conduct an **INVENTORY** of PPE assigned to your respective City Offices for the preparation of the annual Report on the Physical Count of Property, Plant and Equipment (RPCPPE).

In this regard, you are hereby requested to submit an Inventory Report of your PPE holdings **on or before MAY 12, 2023** to the Assets Management Office located at 4<sup>th</sup> floor, Plaza Central Building, Poblacion, Muntinlupa City for reference and guidance. Also, submit the softcopy of the said report to [assetsmgtmuntinlupa@gmail.com](mailto:assetsmgtmuntinlupa@gmail.com).

This is in compliance with Sec. 124 of the New Government Accounting System for Local Government Units, which provides that, *"The Local Chief Executive shall require periodic physical inventory of supplies or property... Physical count of property, plant, and equipment by type shall be made annually and reported on the Report on the Physical Count of Property, Plant and Equipment (RPCPPE). This shall be submitted to the Auditor concerned not later than January 31 of each year."*

For your strict compliance.

Thank you,

**MARICEL G. LABRA**  
Acting Head, Assets Management Office  
Co-Chairperson, MCCPPEID

Noted by:

**Engr. ALLAN A. CACHUELA**  
City Administrator

cf : Hon. ROZZANO RUFINO B. BIAZON  
City Mayor