



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

O Office of the Schools Division
S Superintendent

APR 03 2025

MEMORANDUM

No. 168, s. 2025

**SUBMISSION OF HARMONIZED FORM OF ALL PROPERTY CUSTODIANS PER
SCHOOL AND SCHOOLS DIVISION OFFICE**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
Administrative Officer II/Property Custodian
Engr. Jerone M. Tagapan
All Others Concerned

1. Attached is the letter of Mr. Roger John P. Smith, Deputy City Administrator Chairperson, Muntinlupa City Committee on Property, Plant and Equipment Inventory and Disposal dated March 26, 2025, on the above-captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

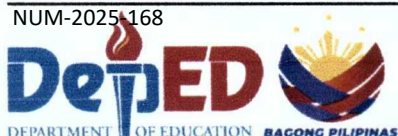
Enclosure: As stated

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

MB/NAV/DM – SUBMISSION OF HARMONIZED FORM OF ALL PROPERTY CUSTODIANS PER SCHOOL AND SCHOOLS DIVISION OFFICE

168 / April 2, 2025

NUM-2025-168



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

4-008
ALL-APR-2025-0053



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA

**MUNTINLUPA CITY COMMITTEE ON PROPERTY, PLANT AND EQUIPMENT
INVENTORY AND DISPOSAL**

Date: March 26, 2025

To: **VIOLETA M. GONZALES**

Assistant School's Division Superintendent
Officer-in-Charge
Office of the School's Division Superintendent

From: **ROGER JOHN P. SMITH**

Chairperson, Office of the City Administrator

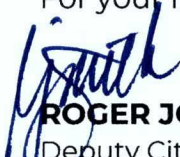
Subject: **Submission of Harmonized Form of all Property Custodians per school
and School's Division Office**

Due to unreconciled report of Property Plant and Equipment (PPE) thru One-Time Cleansing of PPE conducted in 2024, we would like to **request for the submission of Harmonized Form** indicating the PPE purchased until December 2024. In addition, may we also request for the updated **School Map and inventory of Buildings** on/before **April 4, 2025**.

We observed that due to changes of School Heads and Administrative Officer/Property Custodian over the years, there were no proper turnover of records and properties. The pandemic period also caused neglected observance of process of distribution, recording and inventory of the SEF PPE.

Kindly send the soft copy of the requested documents at assetsmgmtmuntinlupa@gmail.com cc: joiche.itallo@deped.gov.ph and hard copy at the Assets Management Division located at 4th floor, Plaza Central Building, National Road, Poblacion, Muntinlupa City.

For your information and strict compliance.


ROGER JOHN P. SMITH

Deputy City Administrator
Chairperson, MCCPPEID

Noted by:


Engr. ALLAN A. CACHUELA

City Administrator

SDO PROPERTY

MARY of REPORT (as of March 31, 2025)

Total Properties as per Books of Account	2,344
Total Properties Accounted	1,493
Total Properties Unaccounted	851

2024 Purchased
175
Balance
<u>676</u>

	Breakdown of Unaccounted	Updated	Balance
Total Unlocated PPE's	676		
SMART TV's	297	96	201
Other PPE's	379	289	90
			<u>291</u>

Breakdown of TV's	Date of Acquisition	Acquisition Cost	Total	
1 Unit Smart TV 50" with Pedagogic Enhancement (Sharp)	Dec 27, 2023	78,497.00	47	14
1 Unit 50" SMART TV pedagogic Enhancement Platform Package (Sharp)	Jun 23, 2020	64,411.00	250	82