
	Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OFFICE OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	DIVISION MEMO. NO. <u>574</u>, S. <u>2018</u>		Name of Office: Property & Supply Unit

TO : Public Schools District Supervisors
 Heads of Public Elementary and Secondary Schools
 All Concerned

FROM : Office of the Schools Division Superintendent

SUBJECT: Clearance for Property Accountability of Retiring Officials and Employees

DATE : November 19, 2018

1. The head of the Office is primarily responsible for all government funds and **properties** pertaining to his/her agency. Likewise, the person entrusted with the possession or custody of the funds or property shall be responsible to the head of Office without prejudice to the liability of either party of the government (Basic principle on Property and Supply Management Handbook).
2. Pursuant to DECS Order No.22,s . 1993, in order to ensure the continuity of basic operations, retiring officials/employers should apply for clearance from property accountability.
3. In this effect, all **public schools district supervisors and heads of public elementary and secondary schools** are requested to apply for property accountability clearance **four (4) months prior to the date of retirement.**
4. For proper reconciliation of properties on hand and card as per Report on Physical Count of Inventories (RPCI) and Report on Physical Count of Property, Plant and Equipment (RPCPPE), scheduled dates will be given for the **physical inventory** of all properties within his/her jurisdiction and settlement for the signed Inventory Custodian Slip (ICS) – Appendix 59 and Property Acknowledgment Receipt (PAR) – Appendix 71 of Government Accounting Manual (GAM) Volume I.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


LEONARDO D. ZAPANTA, Ed.D., CESO VI
 Schools Division Superintendent

