



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

August 13, 2021

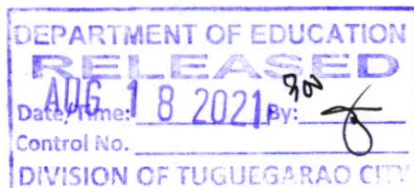
DIVISION MEMORANDUM


No. 169, s. 2021

**PHYSICAL INVENTORY PLAN(PIP) FOR PROPERTY, PLANT AND EQUIPMENT
(PPE)**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS OF DIVISIONS
DIVISION OFFICE HEADS OF SECTIONS
HEADS OF ELEMENTARY SCHOOLS
HEADS OF SECONDARY SCHOOLS
ADMINISTRATIVE OFFICERS II
ADMINISTRATIVE ASSISTANT III
INVENTORY COMMITTEE MEMBERS

1. In view of COA Circular No. 06 s. 2020, “ **Guidelines and Procedures in the conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE and Account Balances of Government Agencies**”, this Office hereby transmit the Physical Inventory Plan (PIP) for Property, Plant and Equipment (PPE’s) for the conduct of a Physical Inventory taking within the Department from August-September 2021.
2. All concerned personnel are enjoined to prepare the necessary supporting documents relative to the implementation of this inventory plan and present the same on the date stipulated in Annex A.
3. For strict compliance.




REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encl: As Stated
Reference: As Stated

To be indicated in the Perpetual Index
Under the following subjects:
Property Plant Equipment Policy

SUP/vrd/fat



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As of:	July 2, 2018	Page:	1

PHYSICAL INVENTORY PLAN (PIP) FOR PROPERTY, PLANT AND EQUIPMENT (PPE)

Pursuant to Commission on Audit (COA) Circular 2020-006 dated 31 January 2020, this plan is hereby prepared to ensure the efficient conduct of Physical Inventory Taking for purposes of Recognition of all PPE's found at the station and Disposition of Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances at the Department of Education (DepEd) Central Office.

I. Preliminary Activities

- a. The Division Supply Officer scheduled a meeting with the Accounting Unit on August 18, 2021 @ 1pm to discuss Guidelines and Forms in the conduct of Physical Inventory of PPE in the Division office and Schools.
- b. The Division Office Inventory Committee, thru the Division Office Supply Officer, scheduled a coordination meeting with the School Property Custodians/Administrative Officer II and Administrative Assistant III on August 19, 2021 thru virtual meeting at 1pm thru google meet link <https://meet.google.com/cwp-imce-pqt>.

Agenda:

1. Discuss procedures and forms used in the conduct of inventory.
 2. Set duties and responsibilities of Inventory Committee as Taggers, Checkers, Counters and Validators.
 3. Provide schedules on the actual conduct of Inventory and preliminary of activities.
- c. Preparation of needed supplies and equipment in the conduct of Inventory such as but not limited to the following:
 1. Printers
 2. Computer Desktop/laptops
 3. Bond Papers
 4. Writing materials
 5. Sticker papers
 6. Label printers with label stickers
 7. Bar Code scanners
 - d. Preparation of the following reports as of June 30, 2021.
 1. Report of Physical Count of Property, Plant and Equipment
 2. Property Acknowledgement Receipt

3. Property Cards
4. Building cards
5. Title of lots
4. Other supporting documents such as, Proof of ownership of property, Deed of Donation, Delivery Receipts etc.

II. Reconciliation Process

- a. Reports to be submitted to Inventory Committee
 1. Inventory Count Form
 2. Report of Physical Count of Property, Plant and Equipment as adjusted.
 3. Scanned copy of all reports as of June 30, 2021 (Paragraph I. d)
 4. Preparation of initial list of items for disposal
 5. List per Employee Accountability
 6. List of property per Office
 7. List of Missing Items/Non-existing
 8. upload Pictures of item inventoried

- b. Monitoring and Validation of Reports in the Schools by Division Office Inventory Committee will be on September 20-30, 2021 thru virtual meeting. Schedules will be set during the coordination meeting on August 19, 2021.

- c. Reconciliation and updating of reports by the Accounting Unit and Asset Management Unit of the Division Office.

III. Designation and Duties of Physical Inventory Team

The Chairman of the inventory committee will assign the following roles of the members of the inventory committee.

ROLES	RESPONSIBILITIES
CHECKERS	Responsible in checking the description of items as listed in the Inventory Report of PPE and state the actual condition of the items in the Inventory Count Form as follows; <ol style="list-style-type: none"> 1. In Good Condition 2. Needing Repair 3. Unserviceable 4. Obsolete 5. No Longer Needed 6. Not used since purchase/delivery
COUNTERS	Responsible in listing all items that are found in station that are not listed in the Inventory Report and indicate condition of the property in the ICF.
TAGGERS	Responsible for laying/replacing the property

	<p>tag on the equipment if necessary and indicate the property code in the ICF form. Take picture of the equipment.</p>
VALIDATORS (Chairman, Inventory Committee)	<p>Countercheck the Inventory Report and Inventory Count Form. Sign the space provided for in the sticker indicating therein the date of inventory.</p>
SUPPLY OFFICE PERSONNEL	<p>Responsible for the Orientation of designated Inventory Team in the conduct of Inventory and classifications of PPE.</p> <p>Responsible for the Preparation and printing of Inventory Count Form that will be used by Checkers and Counters.</p> <p>Responsible for printing of property tags per equipment.</p> <p>Responsible for preparation of PAR of items not included in inventory but found at station.</p> <p>Responsible for the issuance of new/renewal of PAR.</p> <p>Updating of Reports of PPE and Property Cards.</p> <p>Preparation of items for derecognition.</p>
ACCOUNTING OFFICE PERSONNEL	<p>Reconcile PPELCs/SLs with PCs. Take necessary accounting entries to reconcile books of accounts based on balances in the RPCPPE as adjusted.</p>
Representative from Commission on Audit (COA)	Witness/Observer

IV. Physical Inventory Taking

1. The Chairman, Inventory Committee provides the Checkers and Counters a copy of updated Inventory Report of PPE , Inventory Count Form and supplies needed.

2. The Checkers and Counters will take the first step on the actual undertaking followed by the Taggers and Validators taking the last step.
3. Checkers and Counters submit accomplished ICF form to the Chairman, Inventory Committee or its designated member.
4. The Inventory Committee will review, consolidate and finalize the Inventory Count Form and prepare a report using Microsoft Excel format.
5. The Supply Office Personnel and Accounting Personnel updates respective reports of PPE and prepare all required documents in the conduct of inventory taking.
6. All reports will be scanned and uploaded in a google drive which will be shared during the coordination meeting.
7. Monitoring and Validation of reports will commence by the Division Office Inventory Committee thru virtual meeting which will be shared thru email/messenger.
8. Division Office Inventory Committee will finalize reports and reconcile balances in the Books of Accounts.
9. The Division Supply Officer will submit Finalize Report of Physical Count of Property, Plant and Equipment and Items for derecognition to Commission on Audit.
10. The Division Supply Officer will recommend preparation of Inventory and Inspection Report of Unserviceable properties found during the conduct of Physical Inventory Taking.

V. Schedule in the Conduct of Inventory

Division Office	August 23-31, 2021	
Schools	September 1-17, 2021	
Monitoring and Validation of School Inventory Reports		September 20-30, 2021