



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

May 26, 2023

**SCHOOLS DIVISION MEMORANDUM**

No. 228, s. 2023

**DISSEMINATION OF UNNUMBERED MEMORANDUM RE: REQUEST FOR COPIES OF AVAILABLE PROPERTY TRANSFER REPORTS (PTR) THAT WERE DELIVERED BY THE THIRD-PARTY LOGISTICS**

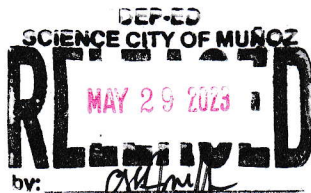
To: Public Elementary and Secondary School Heads  
School Property Custodians  
Administrative Officer II  
All Others Concerned

1. For the information, guidance, and compliance of all concerned, enclosed is Unnumbered Memorandum re: Request for copies of available Property Transfer Reports (PTR) that were delivered by the Third-Party Logistics.
2. Immediate and wide dissemination of this Memorandum is highly desired.

For the Schools Division Superintendent:

  
**ERLEO T. VILLAROS, PhD**

Officer-In-Charge  
Office of the Assistant Schools Division Superintendent



WSV/dissemination of unnumbered memo re: request for copies of available (ptr) that were delivered by the third party logistics  
002/May25,2023



*Loyal, Excellent, Accountable and Dedicated to Service*

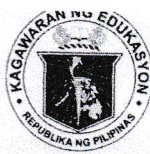
Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@depd.gov.ph](mailto:munozscience.city@depd.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.06 (03.23.23)



Certificate No. 50500731-0445



Republika ng Pilipinas  
**Department of Education**  
ADMINISTRATIVE SERVICE

---

**Asset Management Division**

**MEMORANDUM**

FOR : Division Supply Officers  
School Property Custodians

THRU : Regional Supply Officers

FROM : **ROBERT M. AGUSTIN**  
Director IV

SUBJECT : Request for copies of available Property Transfer Reports (PTR) that were delivered by the Third Party Logistics

DATE : May 17, 2023

---

This has reference to the issuance from the Commission on Audit regarding the unreconciled PPE balances between Accounting and AMD records. One of the recommendations was to:

*"Require the AMD to conduct an inventory on all PTRs which should have been received from the SDOs or recipient schools and require the latter to submit immediately all PTRs which shall be immediately furnished to the Accounting for the derecognition in its books."*

The Third Party Logistics service provider transmitted some PTRs in relation to the Technical-Vocational-Livelihood Program and the DepEd Computerization Program but has not submitted all the PTRs of items they have delivered already. This is the link for the allocation list of Science and Mathematics Equipment, Technical-Vocational-Livelihood Program, Textbooks, Activity Sheets, School Furniture, and DepEd Computerization Program for your easy reference: [bit.ly/3MfOwaa](https://bit.ly/3MfOwaa).

In this light, may we seek your assistance in providing the Asset Management Division copies of PTRs that your good office has by uploading them to this link: [bit.ly/41oZKNy](https://bit.ly/41oZKNy) on or before May 31, 2023. A powerpoint presentation is uploaded in the folder to serve as guide on the parts of a PTR. Please upload .pdf copies of the PTR and change the filename or rename the file to the school ID.

Should you have any further queries, your staff may contact Mr. Marc Louie Licos through telephone number 8635-0551 or electronic mail address [as.amd@deped.gov.ph](mailto:as.amd@deped.gov.ph). Thank you.