

Finance-RM-2024-530

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

August 2, 2024

Regional Memorandum
No.530 s.2024

**SEMINAR ON ONE-TIME CLEANSING OF PROPERTY, PLANT
AND EQUIPMENT (PPE) ACCOUNT BALANCES OF
GOVERNMENT AGENCIES**

To: **Schools Division Superintendents**
SDOs Accountants/Bookkeepers
SDOs Supply/Property Officers
Selected RO Finance and Administrative
(Asset Section) Personnel

1. In reference to COA Circular No. 2020-006 dated January 31, 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 Account Balances of Government Agencies, the COA Regional Office IV-A in coordination with the Finance Division will conduct Seminar on One-Time Cleansing of Property, Plant and Equipment (PPE) Account Balances of Government Agencies at Tanza Oasis Hotel and Resort, Tanza, Cavite. The schedule per batch is listed below:

Batch	Schedule	No. of Participants
1	August 12-13, 2024	206
2	August 15-16, 2024	244
3	August 19-20, 2024	261
Total		711

2. The objective of this activity is to prescribe the guidelines and procedures on inventory taking, recognition of those found at station and disposition for non-existing/missing PPE items for the one-time cleansing of PPE Accounts of government agencies to establish PPE Balances that are verifiable as to existence, condition and accountability.
3. Participants in this activity are the Schools Division Accountants, Senior Bookkeepers of Secondary Schools Implementing Units and other administrative and finance personnel concerned from the RO, SDOs and Implementing Units.
4. Each participant shall pay the Training Fee of P1,000.00 per day for the COA Training Team while the amount of P2,000.00 per day for food and accommodation chargeable against local funds subject to the usual budgeting, accounting and auditing rules and regulations.





Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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5. For other concerns, please coordinate with Mr. Jeremiah V. Trinidad, Regional Accountant, Accounting Section, Finance Division through email accounting.calabarzon@deped.gov.ph.
6. For the information and guidance of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. IV-A
Commonwealth Avenue, Quezon City

July 15, 2024

MARITES L. GLORIA
Chief Administrative Officer
Finance Division, Department of Education (DepEd)
Region IV-A CALABARZON
Gate 2, Karangalan Village
Cainta, Rizal
region4a@deped.gov.ph

Dear Ms. Gloria:

This pertains to your letter dated June 26, 2024, requesting the conduct of three batches of the Seminar on One-Time Cleansing of Property, Plant and Equipment (PPE) Account Balances of Government Agencies (COA Circular No. 2020-006 dated January 31, 2020) and Disposal of Assets Account Balances for the personnel of DepEd Region IV-A CALABARZON, scheduled on the following dates, all to be held at Tanza Oasis Hotel, Tanza, Cavite:

Batch	Schedule	No. of Participants
1	August 12 to 13, 2024	235
2	August 15 to 16, 2024	237
3	August 19 to 20, 2024	232
Total		704

In this connection, we wish to inform you that this Office is willing and capable to accommodate your request. However, in consonance with the rule making function of COA in terms of accounting and auditing in view of the increase in capitalization threshold envisioned to leading to a more efficient utilization of government funds in the procurement of goods, our Regional Office suggests that the topic "Increase in Capitalization Threshold from P15,000.00 to P50,000.00 of Semi-Expendable Property" be included in the discussion.

Hence, our Regional Office recommends that we conduct the three batches of the **Seminar on One-Time Cleansing of PPE Account Balances of Government Agencies, Increase in Capitalization Threshold from P15,000.00 to P50,000.00 of Semi-Expendable Property with Disposal of Unserviceable Properties**. Below is the proposed training agreement for the conduct of the aforesaid seminar with the following details subject to your approval.

1. Participants

The guaranteed number of participants is based on your letter dated June 26, 2024, bearing the confirmed number of participants. The names of the participants with their positions and unit of assignments must be forwarded to our Regional Office thru email address at ro4atraining@gmail.com soonest or at least a week before the actual schedule of training.

2. Schedule

The three batches of the Seminar on One-Time Cleansing of PPE Account Balances of Government Agencies and Increase in Capitalization Threshold from ₱15,000.00 to ₱50,000.00 of Semi-Expendable Property with Disposal of Unserviceable Properties are scheduled on the following dates:

Batch	Schedule
1	August 12 to 13, 2024
2	August 15 to 16, 2024
3	August 19 to 20, 2024

3. Venue, Food and Accommodation

The venue of the seminar, lunch and snacks to be served to the participants and the Training Management Team during the seminar shall be borne by the requesting agency.

4. Training Fees

The cost of training is computed at the rate of ₱1,000.00/participant/day based on the number of participants.

Should the number falls below the guaranteed number of participants, the total seminar fee will still be enforceable and if the number exceed the guaranteed number of participants, head count principle shall prevail and COA shall adjust the cost accordingly.

5. Outputs and Deliverables

A. The COA Regional Office No. IV-A Training Section has the following responsibilities:

- i. Conduct the three batches of the Seminar on One-Time Cleansing of PPE Account Balances of Government Agencies and Increase in Capitalization Threshold from ₱15,000.00 to ₱50,000.00 of Semi-Expendable Property with Disposal of Unserviceable Properties on August 12 to 13, 2024, August 15 to 16, 2024 and August 19 to 20, 2024;
- ii. Designate a Training Management Team (TMT) composed of Resource Person/s, Moderator, Course Coordinators and Materials Coordinator which shall manage and coordinate the conduct of trainings;
- iii. Provide the Course Outline and package training materials before the start of the sessions;
- iv. Prepare and distribute Certificates of Appearance and Training upon completion of the training.

B. The requesting agency has the following responsibilities:

- i. Ensure the attendance of confirmed participants per letter dated June 26, 2024, of DepEd Region IV-A CALABARZON;

- ii. Provide "Issues and Concerns" in order to design customized exercises and case studies;
- iii. Provide COA Regional Office No. IV-A Training Section with hard/e-copies of list of participants for the preparation of the Certificates of Training; and
- iv. Ensure the payment of training fees which shall be drawn in the name of "COA Regional Office No. IV-A Trust Fund." The payment shall be made on or before the first day of the training.

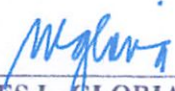
Should you agree to all the provisions indicated herein, kindly affix your signature on the "Conforme" portion of this letter and return the same to us soonest. This will serve as our training agreement for this joint undertaking. For queries on the matter, you may contact Ms. Maria Luisa L. Aganan, Training Specialist IV, Training Section, Administration, Training and Finance Division (ATFD), this Regional Office, at Telephone No. (02) 8951-3810 or Mobile No. 09472528712.

Very truly yours,



CHONA P. LABRAGUE
Director IV
Regional Director

CONFORME:



MARITES L. GLORIA
Chief Administrative Officer
Finance Division, DepEd Region IV-A CALABARZON

Copy furnished:

John Ferdinand V. Balgua
Supervising Auditor
NGAS-Cluster 5

Maria Angelica H. Santiago
OIC-Audit Team Leader
Team R4A-15, NGAS-5-A & D

Both of this Regional Office