



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM - 2022 - 05 - 285  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: MAY 17 2022 TIME: 4:14  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 285 s. 2022

**To:** Assistant Schools Division Superintendent  
Chief, CID and SGOD  
School Heads  
All Others Concerned

**From:** VICTORIA V. GAZO, PhD., CESO V  
Schools Division Superintendent [Signature]

**Subject:** SUBMISSION OF PROPERTY TRANSFER REPORT OF THE DEPED  
COMPUTERIZATION PROGRAM

**Date:** May 17, 2022

OUA MEMO 00-0522-0068 of the Central Office requests submission of Property Transfer Reports (PTR) in relation to the DepEd Computerization Program.

In this regard, School Property Custodians both elementary and secondary including IUs are directed to submit original copies of DepEd Computerization Program (DCP) Property Transfer Reports (PTR) to the Property Unit of this Division before May 20, 2022.

For queries, please contact Evangeline Bahian @ 0991-373-9115.

For compliance.



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