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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

02 SEP 2026

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 701, s. 2026

ONE LINK FOR ASSET MANAGEMENT FORMS

To: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
Administrative Officers II / School Property Custodian
All Others Concerned

1. This is with reference to **Regional Memorandum No. 1084, s. 2026, entitled "One Link for Asset Management Forms,"** which strengthen and standardize processes across all governance levels, the Administrative Division – Asset Management Section (AMS) provides a **centralized link containing the official Asset Management forms and related guidelines** that help personnel become familiar with the prescribed forms and procedures for Asset Management.
2. Therefore, all concerned personnel, particularly newly hired Administrative Officers II at the school level, are hereby enjoined to take note of and appropriately use the prescribed Asset Management forms **and observe related guidelines** for the proper and consistent documentation of **Property, Plant and Equipment (PPE)** and **Semi-Expendable Property (SP)**.
3. The official Asset Management Forms can be accessed through:
<https://tinyurl.com/OneLinkforAMS>.
4. Immediate dissemination and strict compliance with this Memorandum are hereby directed.


VILMA D. EDA, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1084 s. 2026

2008-1778 E 1461

ONE LINK FOR ASSET MANAGEMENT FORMS

To: Schools Division Superintendents

1. In line with the Department of Education's continuous efforts to strengthen and harmonize processes across all governance levels, and to further acquaint personnel with the prescribed forms and procedures in Asset Management, particularly newly hired Administrative Officer IIs at the school level, this Office, through the Administrative Division - Asset Management Section (AMS), hereby provides a centralized link containing the official Asset Management forms and related guidance.

2. Upon accessing the link <https://tinyurl.com/OneLinkforAMS>, users will find that the forms are organized according to the prescribed Asset Management processes under the DepEd Quality Management System (QMS), namely:

- A. Acquisition
- B. Utilization
- C. Disposition

3. The link also provides guidance on the appropriate forms to be used depending on whether the item involved is classified as Property, Plant and Equipment (PPE) or Semi-Expendable Property (SP). This aims to facilitate the accurate and consistent preparation of asset management documents and ensure compliance with existing policies and procedures.

4. For inquiries, clarifications, or technical assistance, please contact the Asset Management Section at (072) 682-2324 loc. 112 or via email at ams.region1@deped.gov.ph.

5. Immediate dissemination of this memorandum is desired.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl.: None

Reference: None

To be indicated in the Perpetual Index:
under the subjects:

ASSET MANAGEMENT

QUALITY MANAGEMENT SYSTEM

ASD-AMS/rnb/OneLinkforAMSForms
August 19, 2026p



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