June 19, 2025

**AUDITOR EVELYN S. MANANGKIL**

State Auditor IV, Team Leader

Commission on Audit

DepEd, Schools Division Office of Nueva Ecija

Brgy. Rizal, Sta. Rosa,

Nueva Ecija 3101

Ma’am:

Greetings.

This is to formally notify your office of the loss of government property under the accountability of [Name of Accountable Officer], with the following details:

Date and Time of Loss: [Insert Date and Time]

Location: [Insert Location]

Circumstances of Loss: [Briefly explain the situation, e.g., missing after office break-in, lost during transport, calamities/ fire incident, etc.]

Immediately upon discovery, the matter was reported to the appropriate authorities, and an investigation has been initiated. Verification and inventory of the items involved to the incident are currently in progress.

In view of the above, we are preparing the necessary documentation for the filing of a Request for Relief from Accountability, in accordance with COA Circular No. 92-751, and will submit it upon completion.

We are respectfully bringing this to your attention for proper recording and guidance.

Thank you for your understanding and continued support.

Very truly yours,

**JUAN C. DELA CRUZ**

School Principal I

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June 19, 2025

**RONALDO A. POZON, PhD., CESO V**

Schools Division Superintendent

DepEd, Schools Division Office of Nueva Ecija

Brgy. Rizal, Sta. Rosa,

Nueva Ecija 3101

 THRU: **ALBERTO V. TECSON**

 Administrative Officer IV

 Asset Management Unit

Sir:

Greetings.

This is to formally notify your office of the loss of government property under the accountability of [Name of Accountable Officer], with the following details:

Date and Time of Loss: [Insert Date and Time]

Location: [Insert Location]

Circumstances of Loss: [Briefly explain the situation, e.g., missing after office break-in, lost during transport, calamities/ fire incident, etc.]

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