



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

July 14, 2023

**DIVISION MEMORANDUM**  
OSDS No. 94, s. 2023

**SUBMISSION OF REPORT ON PHYSICAL COUNT OF SEMI-EXPENDABLE  
PROPERTY (RPCSP)**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Elementary and Secondary School Heads  
School Property Custodian  
This Division

1. Pursuant to COA Circular No. 2020-006 s. 2020 on the Guidelines and Procedures of Physical Count of Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at the Station and Disposition for Non-Existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies, the School Property Custodians or designated Supply Officers are required to comply the preparation and submission of duly signed Report on Physical Count of Semi-Expendable Property (RPCSP) **on or before July 26, 2023 at 5:00 p.m.**
2. The personnel concerned are advised to accomplish the enclosed RPCSP form and submit the soft copy in EXCEL format through email: [roselle.carvajal@deped.gov.ph](mailto:roselle.carvajal@deped.gov.ph).
3. It is reiterated that submission of this report is required every semester by this Office through Division Supply Office every end of July and December, and such subsequently be submitted by this Office to the office of Commission on Audit and Accounting Section.
4. For immediate dissemination and strict compliance.

  
**GILBO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: Annex A.8

Reference: COA Circular No. 2020-006 s.2020

Allotment: NONE

To be indicated in the Perpetual Index under the following subjects

SUBMISSION INVENTORY SCHOOL PHYSICAL COUNT OF SEMI-EXPENDABLE PROPERTY  
VOL/SUPPLY/DM/SUBMISSION OF REPORT ON PHYSICAL COUNT OF SEMI-EXPENDABLE PROPERTY/ JULY13,2023



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