



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

January 8, 2024

DIVISION MEMORANDUM  
OSDS No. 005, s. 2024

**SUBMISSION OF REPORT ON PHYSICAL COUNT OF INVENTORIES (RPCI),  
REPORT ON PHYSICAL COUNT OF PLANT, PROPERTY AND EQUIPMENT  
(RPCPPE) AND 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

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 Inventories (RPCI), Report on Physical Count of Plant, Property and Equipment (RPCPPE) and Report on Physical Count of Semi-Expendable Property (RPCSP) **on or before January 15, 2024 at 5:00 p.m.**
2. It is reiterated that submission of this report is required every semester by this Office through Division Supply Office every end of July and January 15<sup>th</sup> of the following year and such subsequently be submitted by this Office to the office of Commission on Audit and Accounting Section.
3. For immediate dissemination and strict compliance.

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

**For and in the absence of,**

Enclosure: NONE  
Reference: COA Circular No. 2020-006 s.2020  
Allotment: NONE  
To be indicated in the Perpetual Index under the following subjects  
SUBMISSION INVENTORY

  
**MERVIE Y. SEDLOS, CESE**  
Asst. Schools Division Superintendent

VOL/SUPPLY/DM/SUBMISSION OF REPORT ON PHYSICAL COUNT OF INVENTORIES REPORT ON PHYSICAL  
COUNT OF PLANT PROPERTY AND EQUIPMENT REPORT ON PHYSICAL COUNT SEMI-EXPANDABLE  
PROPERTY/JANUARY08,2024



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