



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

January 07, 2025

DIVISION MEMORANDUM

OSDS No. 004, s. 2025

**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
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 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, 2025 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 15th of the following year 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.


ELDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

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

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/JANUARY07,2025



Address: Alunan Highway, Poblacion, Tacurong City 9800

Telephone Numbers: (064)-200-6316; 0919-065-6425

Email: tacurong.city@deped.gov.ph

Website: depedtacurong.org