



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

January 7, 2025

**DIVISION MEMORANDUM**

OSDS No. 005, s. 2025

**SUBMISSION OF MONTHLY REPORT OF SUPPLIES AND MATERIALS ISSUED  
(RSMI)**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Elementary and Secondary School Heads  
Administrative Officer II (School Property Custodian)  
This Division

1. Pursuant to the Government Accounting Manual (GAM) for National Agencies (NGA) Volume I, Chapter 8, Section 16, illustrate for the Procedures in the Requisition and Issue of Inventory Items and Appendix 64 of GAM Volume II provides the instructions on the proper way of filling up the Report of Supplies and Materials Issued Form (RSMI).
2. In view thereof, School Property Custodians or designated supply officers are strictly enjoined to comply the preparation and submission of duly signed Report of Supplies and Materials Issued (RSMI) **every 5<sup>th</sup> day of the month** to the Division Supply Office.
3. Submission of this report is required every month by this Office, through Division Supply Office and subsequently submitted by this Office to the office of Commission on Audit and Accounting Section.
4. For immediate dissemination and strict compliance.

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

Enclosure: NONE

Reference: GAM Volume I & II

Allotment: NONE

To be indicated in the Perpetual Index under the following subjects

SUBMISSION INVENTORY REPORT ON SUPPLIES AND MATERIALS ISSUED  
VOL/SUPPLY/DM/SUBMISSION OF REPORT ON SUPPLIES AND MATERIALS ISSUED/JANUARY07,2025



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