



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



Sayre Highway Casisang, Malaybalay City

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DIVISION MEMORANDUM

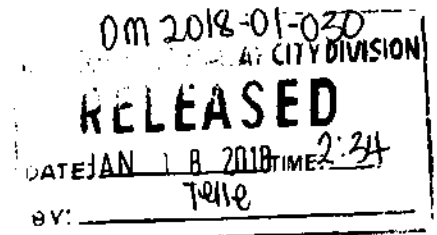
No. 030 s. 2018

TO: Chief Education Supervisors and Staff, CID and SGOD
School Heads (Elementary and Secondary)
District/School Property Custodians/BNHS Supply Officer

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent 

DATE: January 18, 2018

RE: SUBMISSION OF REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE) AND REPORT ON THE PHYSICAL COUNT OF INVENTORIES (RPCI) AS OF DECEMBER 31, 2017



1. In compliance to the requirement of the Commission on Audit (COA), this Office hereby directs all schools to submit the Report on the Physical Count of Property, Plant & Equipment (RPCPPE) for IT Equipment and Software, Furniture and Fixtures, Office Equipment, etc. and the Report on the Physical Count of Inventories (RPCI) such as Instructional Materials Inventory, Armchairs and Teacher's Tables and Chairs as of December 31, 2017.

2. Further, this Office requires the preparation of Reports using the enclosed forms/templates in three (3) copies. All District Property Custodians are instructed to consolidate the school reports and submit it to this office Attention: DARVY C. DAGUIMOL, Administrative Officer IV – Property and Supply Unit. Deadline for submission are as follows:

- School to District January 23, 2018
- District to Division January 26, 2018

3. For strict compliance.

Copy furnished:
Records
Supply

To be posted in the Division Website

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

(Type of Inventory Item)

As at _____

Fund Cluster: _____

For which (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on (Date of Assumption) _____

Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per Card	On Hand Per Count	Shortage/Overage		Remarks
					(Quantity)	(Quantity)	Quantity	Value	

Certified Correct by

Approved by

Verified by

Signature over Printed Name of
Inventory Committee Chair and
Members

Signature over Printed Name of Head of
Agency/Entity or Authorized Representative

Signature over Printed Name of COA
Representative

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

(Type of Property, Plant and Equipment)

As at _____

Fund-Cluster : _____

For which (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on (Date of Assumption) _____

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS
							Quantity	Value	

Certified Correct by:

Approved by:

Verified by:

Signature over Printed Name of
Inventory Committee Chair and
Members

Signature over Printed Name of Head of
Agency/Entity or Authorized Representative

Signature over Printed Name of
COA Representative