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Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

JAN 07 2025

DIVISION MEMORANDUM

No. 008, s. 2025

SUBMISSION OF REPORTS ON PHYSICAL COUNT OF ASSETS AND INVENTORIES

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Administrative Officer II
All Others Concerned

1. In compliance with **Section 124 of the Government Accounting Manual (GAM) for National Government Agencies, prescribed by the Commission on Audit (COA)**, and aligned with the provisions of **COA Circular No. 2020-006 on the physical count of government assets**, all Administrative Officers II and Property Custodians are hereby directed to submit the following documents on or before **January 15, 2025**:

- a. Report on the Physical Count of Inventories (RPCI)
- b. Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)
- c. Report on the Physical Count of Semi-Expendable Property (RPCSPE)

2. Ensure that all reports are accurate and updated as of **December 31, 2024**, then submit both electronic and hard copies to the Division Supply Office for review and consolidation.

3. For any questions or require assistance in the preparation of these reports, please do not hesitate to contact Romie J. Osal, Division Supply Office.

4. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.

5. Immediate and wide dissemination of this Memorandum is desired.

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

MARK ANTHONY J. TAN, PhD
Chief Education Supervisor
PIC - Assistant Schools Division Superintendent
In-charge of the Division



Enclosure	:	
Reference	:	
Allotment	:	N/A
No. of Pages	:	<u>1</u>

To be indicate in the **Perpetual Index** under the following subjects:
INVENTORY REPORT

FN: Yearly Report-RPCI-RPCPPE-RPCSPE.docx



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph