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Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM


JUN 03 2025

No. 343, s. 2025

MEETING ON RECTIFICATION OF SCHOOL INVENTORY RECORDS

To: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public Elementary School Heads
Administrative Officer II
All Others Concerned

1. Due to scheduling constraints and concurrent reporting deadlines, the Division Supply Office requests the attendance of all Administrative Officers II (AO IIs) from non-Implementing Unit (non-IU) schools at a scheduled meeting concerning school inventory records, as reflected in the attached schedule.
2. The meeting will focus on the following key areas:
 - a. Report Validation
 - i. RPCPPE
 - ii. RPCSPE
 - iii. RCPI
 - b. Database Synchronization
 - c. Template Standardization
3. School Heads are strongly encouraged to ensure the attendance of their AO IIs designated as School Property Custodians.
4. Wide dissemination of this memorandum is desired.
5. For inquiries or clarification, please contact the Division Supply Office.


DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent



Enclosure : 1
Reference :
Allotment : N/A
No. of Pages : 2

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

INVENTORY PROPERTY MANAGEMENT MONITORING





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Enclosure 1

Meeting Schedule

Cluster	Date	Time
District 1, 2, 3	June 9, 2025	8:30 am to 11:30am
District 4, 5, 6	June 9, 2025	1:30pm to 4:30pm
District 7 & 8	June 10, 2025	8:30am to 11:30am
District 9 & 10	June 10, 2025	1:30pm to 4:30pm

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