



Republic of the Philippines
Department of Education

MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : OIC, Office of the Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM :  **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT : **SUBMISSION OF REPORT ON PHYSICAL COUNT OF INVENTORIES,
SEMI-EXPENDABLE PROPERTIES AND PROPERTY, PLANT AND
EQUIPMENT FOR CALENDAR YEAR 2023**

DATE : December 12, 2023

Consistent with the provisions stated in Chapters 8 and 10, Sections 17.i and 38, respectively of Government Accounting Manual (GAM) Volume I, all School Heads are hereby directed to submit **Report on Physical Count of Inventories (RPCI)**, **Report on Physical Count of Semi-Expendable Properties (RPCSP)** for supplies and materials below the capitalization threshold of Fifty Thousand Pesos (PhP 50,000.00) and **Report on Physical Count of Property, Plant and Equipment (RPCPPE)** for tangible assets above the capitalization threshold, as of December 2023. These reports shall be submitted to their respective District Property Custodians for consolidation. The District Consolidated Reports shall be submitted to SDO Property and Supply Section in hard and soft copies on or before **January 3, 2024**.

Moreover, school heads with the assistance of the Administrative Officer II in-charge of the school shall verify whether proper inventory taking of all school properties is conducted by the school property custodian to ensure the accuracy of data in the report.

Immediate dissemination of and compliance with this Memorandum are desired.

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