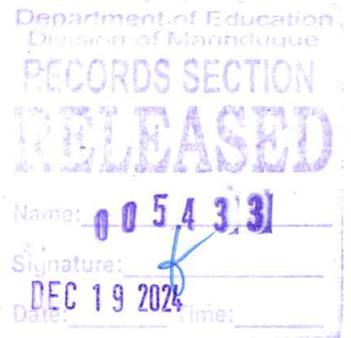




Republic of the Philippines
Department of Education

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
District and School Property Custodians
Division, District and School Inventory Committees
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 2024**

DATE : December 16, 2024

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 31, 2024. These reports shall be submitted to their respective District Property Custodians for consolidation. The District Consolidated Reports shall be submitted to SDO Records Unit (Attention: Property and Supply Unit) in hard and soft copies on or before **January 6, 2025**.

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Moreover, school heads 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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