



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



July 3, 2024

DIVISION MEMORANDUM

No. 235, s. 2024

**SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT,
AND EQUIPMENT (RPCPPE) AND REPORT ON THE PHYSICAL COUNT OF
INVENTORIES (RPCI)**

To: School Heads
Administrative Officer II/Property Custodian
Public Schools District Supervisor
This Division

1. This Memorandum is issued in relation to Division Memorandum No. 92, s. 2024 on the Conduct of Physical Count of PPE in the Schools and Learning Centers and Recognition of PPE Items Found at Station and Division Memorandum No. 235, s. 2024 on the Modified Physical Inventory Plan (PIP) for the Conduct of Physical Count of PPE, Recognition of PPE Items Found at Station, and Disposition for Non-Existing/Missing PPE Items for the One-Time Cleansing of PPE Account Balances of Government Agencies.
2. All schools are required to submit both hard and soft copies of the RPCPPE and RPCI **on or before July 19, 2024** to the Schools Division Office through the Property and Supply Section. The RPCPPE shall include items amounting to ₱50,000.00 and above, while the RPCI shall include items with amounts below ₱50,000.00 and both shall have separate sheets for the following:
 - (1) Furniture, Fixtures, and Equipment;
 - (2) Information Technology Equipment;
 - (3) Office Equipment; and
 - (4) Others
3. Attached are RPCPPE and RPCI forms for reference.
4. Immediate dissemination of this Memorandum is desired.
5. For inquiries, please contact Deborah Mae L. Alejo, Administrative Officer IV (Supply Officer II) through deborahmae.alejo@deped.gov.ph.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

