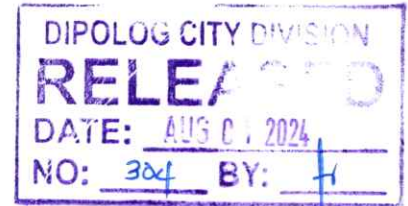




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



August 1, 2024

DIVISION MEMORANDUM

No. 304, s. 2024

**REITERATION ON THE SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT, AND EQUIPMENT (RPCPPE) AND REPORT ON THE PHYSICAL COUNT OF SEMI-EXPENDABLE PROPERTY (RPCSEP)**

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

1. This Memorandum is issued as a reiteration of Division Memorandum No. 255, s. 2024 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 RPCSEP **showing the School Inventory Team** as of June 30, 2024 **on or before August 15, 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 RPCSEP 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. The RPCPPE and RPCSEP shall be the bases of the Schools Division Inventory Team on the conduct of the physical count in the schools and learning centers. **Schools that have already submitted may no longer submit the same.**
4. Attached are RPCPPE and RPCSEP forms for reference.
5. Immediate dissemination of this Memorandum is desired.
6. For inquiries, please contact Deborah Mae L. Alejo, Administrative Officer IV (Supply Officer II) through [deborahmae.alejo@deped.gov.ph](mailto:deborahmae.alejo@deped.gov.ph).

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

