



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

27 December 2021

DIVISION MEMORANDUM
NO. 528, s. 2021

**SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF PROPERTY,
PLANT AND EQUIPMENT (RPCPPE) AND REPORT ON THE PHYSICAL
COUNT OF INVENTORIES (RPCI) AS AT DECEMBER 31, 2021**

To: **All Public Elementary and Secondary Schools**
All School Property Custodians
This Division

1. This office hereby informs all School Property Custodians in Elementary and Secondary to submit the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and Report on the Physical Count of Inventories (RPCI) as at December 31, 2021. This shall be prepared in three (3) copies.

RPCI	This form shall be used to report on the physical count of inventory items by type such as Semi-Expendable Properties, Office Supplies, Medical, Dental and Laboratory Supplies and other inventory items, etc. (below P15,000.00) which are owned by the agency.
RPCPPE	This form shall be used to report on the physical count of property, plant and equipment by type such as Land, Buildings, Technical and Scientific Equipment, Sports Equipment, Office Equipment, Furnitures and Fixtures, etc. (P15,000.00 and above) which are owned by the agency.

2. Deadline of submission is on or before December 31, 2021.
3. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and guidelines. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.





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4. Immediate and wide dissemination of this Memorandum is enjoined.

OLGA C. ALONSABE, Ph.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subject:
OSDS/ATS

