



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

09 January 2023

DIVISION MEMORANDUM
NO. 010, s. 2023

**SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF INVENTORIES
(RPCI) AS OF DECEMBER 31, 2022**

To: **Public Elementary and Secondary Schools
Administrative Officer II
Assistant School Property Custodians**
This Division

1. This office hereby informs the Administrative Officer II in Elementary and Secondary Schools to submit the Report on the Physical Count of Inventories (RPCI) as of December 31, 2022. The Assistant School Property Custodians are hereby directed to assist the AO II in the preparation of the said report. 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 P50,000.00) which are owned by the agency.
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2. Deadline of submission is on or before January 20, 2023.
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.
4. Immediate and wide dissemination of this Memorandum is enjoined.

OLGA C. ALONSABE, Ph.D., CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subject:
SUPPLY INVENTORY

OSDS/HLS

