



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

14 JAN 2021

DIVISION MEMORANDUM
 No. 018 s. 2021

SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF INVENTORIES (RPCI)
AND THE PROPERTY PLANT AND EQUIPMENT (RCPPE)

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned



1. In order to properly account all school properties and promote economy, efficiency and effectiveness in managing and utilizing all government resources, the Division Office is currently updating and collecting data regarding the status of Property, Plant & Equipment and the Physical Count of Inventories.
2. The office of the Schools Division Superintendent through the Property and Supply Unit is requesting all Schools Property Custodian for the submission of RPCI and RCPPE using the downloadable template (Appendix 66 and Appendix 73 Government Forms) on or before **January 25, 2021** to our official e-mail address tayabas.city@deped.gov.ph. For inquiries and/or clarifications please coordinate with the Property and Supply Unit thru our FB group chat or you may call telephone number (042) 710-0329.
3. For your immediate and prompt action.


ANIANO M. OGAYON, CESO V
 Schools Division Superintendent

Encl. RCPPE template

RPCI template



 Brgy. Potol, Tayabas City
 (042) 710-0329 or 797-0773

 tayabas.city@deped.gov.ph
 tayabas.depedr4a.net



REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____

For which (Name of Accountable Officer) , (Official Designation) , (Entity Name) is accountable, having assumed such accountability on (Date of Assumption).

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS
							Quantity	Value	

Certified Correct by:

Signature over Printed Name of
Inventory Committee Chair and
Members

Approved by:

Signature over Printed Name of Head of
Agency/Entity or Authorized Representative

Verified by:

Signature over Printed Name of COA
Representative

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

(Type of Inventory Item)

As at _____

Fund Cluster : _____

For which (Name of Accountable Officer), (Official Designation), (Entity Name) is accountable, having assumed such accountability on (Date of Assumption)

Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per Card	On Hand Per Count	Shortage/Overage		Remarks
					(Quantity)	(Quantity)	Quantity	Value	

Certified Correct by:

Signature over Printed Name of
Inventory Committee Chair and
Members

Approved by:

Signature over Printed Name of Head of
Agency/Entity or Authorized Representative

Verified by:

Signature over Printed Name of COA
Representative