



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V – BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

DepEd-Division of Catanduanes
RECORDS SECTION
RELEASED
BY: [Signature] No: 444
DATE: 20 DEC 2024 TIME: 11:55

DIVISION MEMORANDUM

No. 444, s.2024

TO : Public Schools District Supervisors
Elementary and Secondary School Heads
Administrative Officers II/Designated School Property Custodians
All Others Concerned

FROM: **CECILE C. FERRO**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION OF ANNUAL INVENTORY REPORTS**

DATE : December 20, 2024

1. To strengthen internal control over the handling of SDO Catanduanes schools' existing properties and equipment and in preparation of year-end financial reports for submission to the Commission on Audit, all schools are hereby directed to conduct their year-end inventory and prepare the required 2 sets of report, supported with pictures using A4 size bond paper, to wit:

Particulars	Forms to use	Remarks
School Buildings ICT (DCP as package), TVL, SME & other equipment, per fund & type	Report on the Physical Count of Property, Plant & Equipment (RPCPPE) – Appendix 73	High valued items – above PhP50,000.- CO/RO/SDO/SEF procured including private donations
ICT, TVL, SME, Office, Communication, Sports & other equipment, Furniture & Fixture, per fund & type	Report on the Physical Count of Semi- Expendable Property (RPCSEP) – Annex A.8	Items with PhP50,000.- & below value CO/RO/SDO/SEF procured including private donations
Office/school, medical, dental supplies	Report on the Physical Count of Inventories (RPCI) – Appendix 66	All unissued school supplies



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ICT, TVL, SME, Office, Communication, Sports & other equipment, Furniture & Fixture, per fund & type	Inventory & Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP) – Annex A.10	All non-functional school properties
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2. The updated inventory shall be submitted in both in electronic and hard copy. Deadline of submission is on **January 3, 2025**.
3. Hard copy in 2 sets shall be submitted to the SDO Supply Unit while the electronic copy must be uploaded to this link.
<https://tinyurl.com/SupplyInvent2024>
4. Copies of the template can also be accessed online through the same link along with the Masterlist of School Property Custodian for updating.
5. Validation of submitted reports shall be conducted in January 2025 by the SDO Inventory & Disposal Committee before you can proceed with the disposal activity.
6. For inquiries and clarifications, please contact Ms. Cristina T. Barrameda of SDO Supply Unit at 09295284773.
7. For information and compliance.



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