



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CEBU PROVINCE

**Office of the Schools  
Division  
Superintendent**

May 13, 2022

**DIVISION MEMORANDUM**

No. 125, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 106 s. 2022  
RE: WORKSHOP ON SEMI-ANNUAL REPORT ON THE  
PHYSICAL COUNT OF INVENTORIES (RPCI)**

To: Public Schools District Supervisors/OICs  
Elementary and Secondary School Heads/TICs  
District and Secondary School Property Custodians

- 1.) Meals and snacks, travelling and other incidental expenses to be incurred by the participants from the districts/schools shall be chargeable against **Local/School MOOE Funds** subject to usual accounting and auditing rules and regulations.
- 2.) This Memorandum serves as **AUTHORITY TO TRAVEL** of the participants.
- 3.) Immediate and wide dissemination with this Memorandum is enjoined.

  
**MARILYN S. ANDALES, Ed.D., CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CEBU PROVINCE

**Office of the Schools Division  
Superintendent**

May 4, 2022

**DIVISION MEMORANDUM**

No. 106, s. 2022

**SCHEDULE OF WORKSHOP ON SEMI-ANNUAL REPORT ON THE  
PHYSICAL COUNT OF INVENTORIES (RPCI)**

To: Public Schools District Supervisors/OICs  
Elementary and Secondary School Heads  
District Property Custodians  
Elementary and Secondary School Property Custodians

The Property and Supply Section with the Accounting Personnel of this Division will conduct workshop on the semi-annual Report on the Physical Count of Inventories (RPCI) and collection of finished softcopy reports based on the schedule specified below, and to provide technical assistance as scheduled and resolve the issues and problems on unsubmitted Inventory Reports on fiscal year 2021, viz:

Batch 1	Medellin Sub-office	May 24-26, 2022
Batch 2	Dalaguete Sub-office	May 31-June 2, 2022
Batch 3	Balamban Sub-office	June 7-9, 2022
Batch 4	Badian Sub-office	June 14-16, 2022
Batch 5	Liloan Sub-office	June 21-23, 2022
Batch 6	San Fernando Sub-office	June 28-30, 2022

**Team Composition:**

**Property and Supply Section:**

- 1.) Patricio J. Gonzaga/Suzette A. Alvarado – Supply Officer/Asst. Sply. Offr.
- 2.) Marilou V. Pacqueo/Juliebee E. Crisostomo – Supply Personnel
- 3.) Diosdado G. Lerio Jr. – Supply Personnel

**Accounting Section:**

- 1.) Desiree C. Ramos – Accountant III
- 2.) Mary Grace Oquina - Accounting Personnel
- 3.) Karen Fernandez - Accounting Personnel

All District and Elementary and Secondary School Property Custodians shall observe said dates/schedules and shall be at their respective sub-offices during the conduct of inventory workshop. A consolidated softcopy of Inventory Reports of all Elementary Schools in the district shall be brought.

The program is subject to change and the team composition will be substituted if there are intervening schedules/targets of the office that will affect the timetables.

Upon signing the teacher's clearance, designated School Property Custodians shall strictly conduct physical count of all properties issued. All property losses shall be resolved in accordance with DepEd Order No. 25, s. 2003.

Property Custodians are advised to prepare the Inventory Report (both National-Municipal and National-Insular properties) and a softcopy of the consolidated report shall be submitted during and until the end of the workshop to the Division Team. All forms which are based on Unified Accounting Code (UAC) Report on Physical Count of Inventory (RCPI) on properties costing below fifteen thousand pesos (PhP15,000) issued through Inventory Custodian Slips (ICS) and Requisition and Issue Slip (RIS), shall be strictly adhered. All entries of the forms shall be strictly filled-up. Softcopy reports shall be collected during and until the end of the workshop arranged in the following manner district consolidation for elementary and per school for secondary.

All Property Acknowledgement Receipt (PAR) Appendix 74 and Inventory Custodian Slips (ICS) Appendix 59 for small tangible assets shall be renewed every three (3) years copy furnished the Division Property and Supply Section as contained in paragraph 1 of Division Memorandum No. 58, s. 2015.

All donated items shall be included in the inventory report based on the corresponding Acknowledgement Receipt and other pertinent documents filed at District and School Property Custodians.

All inventory reports shall be strictly made available on the scheduled dates specified, with sufficient copy including the Report of Losses and the Inventory and Inspection Report of Unserviceable Property, whichever is applicable for approval to the concerned authorities. Copy of the Sales Report shall be completely furnished to the Property and Supply Section together with the official receipts.

Any clarification/query shall be directed to the Property and Supply Office and Accounting Office for appropriate action and approval of the Superintendent.

Failure to submit report on the inventory dates specified will mean explanation to the office of the Schools Division Superintendent.

Immediate dissemination of this Memorandum is enjoined.

  
**MARILYN S. ANDALES, Ed.D., CESO V**  
Schools Division Superintendent