



Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
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December 18, 2015

**DIVISION MEMORANDUM**

No. 461 s. 2015

**TO :** PUBLIC SCHOOLS DISTRICT SUPERVISORS  
DISTRICT PROPERTY CUSTODIANS  
SECONDARY SCHOOL HEADS  
SECONDARY SCHOOL PROPERTY CUSTODIANS

**FROM:** CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent 

**Subject:** **SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF  
PROPERTY, PLANT AND EQUIPMENT (RPCPPE) AND REPORT ON  
THE PHYSICAL COUNT ON INVENTORIES (RPCI)**

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1. You are hereby directed to submit the Report on the Physical Count of Property Plant and Equipment (RPCPPE) and Report on the Physical Count of Inventories (RPCI) . Soft Copy shall be emailed to [depedmisor\\_supply@yahoo.com.ph](mailto:depedmisor_supply@yahoo.com.ph). Hard Copy shall be submitted in 3 copies. This shall be distributed as follows:
    - a. COA Unit Copy
    - b. Accounting Unit Copy
    - c. Supply and Property Unit Copy
    - d. Inventory Committee File (School/District)
  2. For Elementary, this report shall be prepared by the Designated District Property Custodian, Certified Correct by the Inventory Committee and Approved by the Public Schools District Supervisor. For Secondary, this report shall be prepared by Designated School Property Custodian, Certified Correct by the Inventory Committee and Approved by the Principal/ School Head.
  3. RPCI - This form shall be used to report on the physical count of inventory items by type such as Office Supplies, Medical, Dental and Laboratory Supplies and other inventory items, etc. 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 Technical and Scientific Equipment, Sports Equipment, Office Equipment, Furnitures and Fixtures, etc which are owned by the agency.
  4. Deadline of submission is on or before **January 15, 2016**.
  5. Immediate dissemination of and strict compliance with this memorandum.