



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

March 8, 2021

DIVISION MEMORANDUM
No. 149 s. ____ 2021

**GUIDELINES ON THE SUBMISSION OF REPORT ON PHYSICAL COUNT OF
PROPERTY, PLANT AND EQUIPMENT (RPCPPE) AND REPORT ON THE PHYSICAL
COUNT OF INVENTORIES (RPCI) AS OF DECEMBER 31, 2020**

To : Public Schools District Supervisors/Acting PSDS
Public Secondary/Elementary School Heads
District and School Property Custodians
School Inventory Committees
All Others Concerned

Pursuant to COA Memorandum Circular No. 2020-006 s. 2020 on the Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station and Disposition for Non-Existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies.

The Commission's Audit Observation Memo (AOM) has constantly cited in several findings and observations on the unreliability of the balance of the Agency's Property, Plant and Equipment accounts due to non-submission of complete and consolidated RPCPPE and RPCI.

In view of that condition, all Public Schools District Supervisors, School Heads, District Property Custodians, School Property Custodians and School Inventory Committees are strictly enjoined to comply the preparation and submission of RPCPPE and RPCI as of **December 31, 2020**, using the attached format and its instructions (See Enclosure No. 1-4). Every school shall prepare two (2) reports, to wit:

- a) Those issued/owned by the Department including those donated by local government units, other agencies or private organizations duly covered by appropriate documents (deed of donation, deed of acceptance, memorandum of agreement); and
- b) Those provided to our school but owned by local government units or other agencies.



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RPCPPE shall be used to report on the physical count of property, plant, and equipment by type such as but not limited to Land, School Buildings, Office Equipment, Furniture and Fixtures, etc.

RPCI shall be used to report on the physical count of inventory items by type such as but not limited to Semi-Expendable Properties, Office Supplies, Medical and Dental Laboratory Supplies, etc.

The RPCPPE and RPCI are required to accomplish and it should be submitted on or before April 15, 2021 on the following procedures:

Hard Copies

School Property Custodians shall prepare the RPCPPE and RPCI in four (4) hard copies and shall submit the same to the District Property Custodians for scanning and consolidation

Soft Copies

School Property Custodians shall send the RPCPPE and RPCI soft copies in EXCEL format with paging while District Property Custodians shall send the same in SCANNED format with complete signatures in every page to Division Office @ email add: depedbohol.records@deped.gov.ph.

For wide dissemination and strict compliance.


BIANITO A. DAGATAN, EdD., CESO V
Schools Division Superintendent 

