



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

**Office of the Schools Division
Superintendent**

October 20, 2025

DIVISION MEMORANDUM

No. 737, s. 2025

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Chiefs CID/SGOD
Public Schools District Supervisors/Acting PSDS
Secondary and Elementary School Principals/ School Heads
District / Elementary/ Secondary Non- IU Administrative Officer II

ANNUAL PHYSICAL COUNT AND SUBMISSION OF PROPERTY INVENTORY FORMS- 2025

1. Considering that we already have Administrative Officers (Aos) who take charge of the districts/ and school properties, the AO-II will be the one to conduct the Annual Physical Inventory in their respective districts/ schools.
2. All semi-expendable property distributed to primary elementary schools shall be accounted for by the District Administrative Officer II at their respective schools.
3. District and Secondary Non-IU Administrative Officer II shall prepare the following forms for submission to Schools Division Office. However, soft copies of the RPCPPE, RPCSP, and RPCI should be forwarded via the provided link before the respective schedule of submission of hardcopies to Division Office:
 - Three (3) copies of Report of Physical Count of Property, Plant and Equipment (Appendix 73 - RPCPPE) as at December 31, 2025
 - Three (3) copies of Report of Physical Count of Semi-expendable Property (Annex-A.8 - RPCSP) as of December 31, 2025 (for undistributed semi-expendable property)
 - Three (3) copies of Report of Physical Count of Inventory (Appendix 66 - RPCI) as of December 31, 2024 (for undistributed inventory items)
 - Four (4) copies of Inspection and Inventory Report of Unserviceable Property (Appendix 74 - IIRUP)



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- Four (4) copies of Inventory Report of Unserviceable Semi-expendable Property (Annex A.10 - IIRUSP)
- Four (4) copies of Waste Materials Report (Appendix 60 - WMR)

In the preparation of the above reports, the ACQUISITION COST per unit should be reflected. If the acquisition cost cannot be traced, the ASSESSED VALUE per unit shall be indicated in the "Unit Price" column.

4. Loss payments must be properly received by Division Cashier Section.
5. All PSDS, Principals, Head Teachers, SIC, and TIC who transfer to another school/district should return borrowed properties to the School Property Custodian before the issuance of School Clearance. Failure to comply shall be addressed accordingly.
6. Deadline of submission of Annual Property Inventory Forms is scheduled on;
 - **November 15, 2025**
7. Travel, incidental, accommodation expenses and per diem incurred by the AO-II upon submission of the Property Forms to Division Office shall be charged to school MOOE.
8. Immediate dissemination and compliance of this memorandum to all concerned is directed.


FAY C LUAREZ EdD, PhD TM, CESO VI
Schools Division Superintendent

