



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF ESCALANTE CITY



May 23, 2025

DIVISION MEMORANDUM

No. 279, s. 2025

**SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF
INVENTORIES (RPCI)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Education Program Supervisors
Public Elementary and Secondary School Heads
Administrative Officers II/Property Custodians
All Others Concerned

1. Relative to the submission of Semi-annual Physical Inventory Report, all Non-IU schools are required to submit a soft copy of their Report on Physical Count of Inventories (RPCI) for Semi-expendable Properties with unit value below P 50,000.00 procured and received starting January 1, 2025 to June 15, 2025 for consolidation and submission to the Commission on Audit (COA).
2. Administrative Officers II/ Designated Property Custodians shall upload their RPCI on https://drive.google.com/drive/folders/1kSEVpa8NSci7KGLjeSQsr5J68avls1Av?usp=drive_link. **Deadline of submission will be on June 15, 2025.**
3. For widest dissemination.

PETER J. GALIMBA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

For the SDS:



IVY JOY A. TORRES. PhD

Chief Education Supervisor
Curriculum Implementation Division
In-Charge of the Division

Reference: None

Miano/OSDS
May 23, 2025



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