



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF ESCALANTE CITY



May 4, 2026

**DIVISION MEMORANDUM**  
No. 179 s. 2026

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

To: Assistant Schools Division Superintendent  
Chief Education 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 and IU schools are required to submit an updated signed hard 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, 2023, to June 15, 2026 through the Records Section. Non-IUs RPCI will be consolidated by the Supply and Property Section for submission to the Commission on Audit on June 30, 2026 while IUs will directly submit to the COA.

2. Administrative Officers II/ Designated Property Custodians shall upload their RPCI on [https://depedph-my.sharepoint.com/:f/g/personal/desiree\\_miano\\_deped\\_gov\\_ph/IgBjNwF26JBFYvhu6Jo5luHAYAB7VNAUHLtxXlwo8aJM1M?c=Uy0Qsg](https://depedph-my.sharepoint.com/:f/g/personal/desiree_miano_deped_gov_ph/IgBjNwF26JBFYvhu6Jo5luHAYAB7VNAUHLtxXlwo8aJM1M?c=Uy0Qsg)  
Deadline of submission will be on June 15, 2026.

3. For widest dissemination.

**PETER J. GALIMBA**

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

Reference: None

Miano/OSDS  
May 4, 2026



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