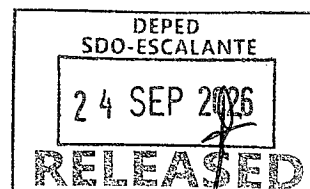




Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



DIVISION MEMORANDUM
No. 419, s. 2026

September 17, 2026

**SCHEDULE OF THE CONDUCT OF ANNUAL PHYSICAL COUNT OF INVENTORIES
OF PROPERTY, PLANT AND EQUIPMENT (PPE) WHETHER ACQUIRED THROUGH
PURCHASE OR DONATION OF ALL NON-IUs SCHOOLS INCLUDING THE SCHOOLS
DIVISION OFFICE (SDO)**

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 annual Physical Inventory Report, the Schools Division of Escalante City, through the Supply and Property Section will conduct a Physical Count of Inventory of Properties and Equipment on the schedule as stated on the **Physical Inventory Plan (PIP)**.

2. To facilitate the inventory process, all items reflected in the inventory reports must be **tagged, and ready for inspection. Storerooms and other places where the stocks may be located should be cleaned and well prepared** for orderly and smooth checking.

3. The School Property Custodian/ Administrative Officer II are expected to prepare the following :

a. Inventory **Report on the Physical Count of Property Plant and Equipment 2023 to present (RPCPPE)** with the Property Card categorized based on the Chart of Accounts per Manual on the National Government Accounting System.

- School Buildings and other structures
- IT Equipment (computer, laptop, printers, LCD Projectors and etc.
- Other office equipment(duplicators, riso machine, refrigerator, air conditioner, television, videoke player and other equipment used in the office)
- Industrial/ other machines
- Science and Mathematics Equipment

b. Inventory **Report on Property Count of Inventory 2023 to present (RPCI)**.

- Instructional Materials (textbooks, LM, Self-Learning Materials SLMs)
- Furniture and fixtures (armchairs, tables, chair and the like)
- Other school material below the threshold of P 50, 000.00.



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4. Physical Inventory Plan (PIP) for your guidance.

DATE	TIME	ACTIVITY	SCHOOL	ADMINISTRATIVE OFFICER II
October 12, 2026	8: 30 AM- 10:30 AM	Inventory Taking based on the following sub-major account group: • Land • Land Improvements • Buildings & other structures • Machinery and Equipment • Office Equipment • ICT equipment • Transportation • Furniture and Fixtures • Books, etc	Escalante ES	Melly R. Compania Erika
	10:30 AM - 1:00 PM		Danao Port ES	Jean P. Zamora
	1:30 PM - 3:00 PM		Alimango ES	Donah F. Bascar
	3: 30 PM - 5:00 PM		ECES	Hilyn B. Moso
October 14, 2026	8: 30 AM- 10:30 AM		TASES	Nerissel H. Mahidlawon
	10:30 AM - 1:00 PM		Washington NHS	Ma. Rosseni A. Orbillo
	1:30 PM - 3:00 PM		Washington ES	Jilin B. Betic
	3: 30 PM - 5:00 PM		Putingbato ES	Jilin B. Betic
October 15, 2026	8: 30 AM- 10:30 AM		Malasibog IS	Mary Grace C. Villarin
	10:30 AM - 2:00 PM		MAPES	Kristine D. Aleviado
	2:30 PM - 5:00 PM		Jonob Jonob ES	Lani B. Julian
October 20, 2026	8: 30 AM- 10:30 AM		MCES	Jennifer D. Salimbot
	10:30 AM - 2:00 PM		Doña Rosario CVES	Maria Theresa Clefe T. Sales
	2:30 PM - 5:00 PM		Paitan IS	April Joy L. Guevarra
October 21, 2026	8: 30 AM- 10:30 AM		Hda. Fe ES	Maria Theresa Clefe T. Sales
	10:30 AM - 2:00 PM		Laoyan IS	Shieryl Mae P.Fuentes
	2:30 PM - 5:00 PM		Dian-ay ES	Arnor A. Magbanua
October 22, 2026	8: 30 AM- 10:30 AM		Libertad NHS	Mervin A. Salimbot
	10:30 AM - 1:00 PM		Libertad ES	
	1:30 PM - 3:00 PM		Pinapugasan ES	Rosely A. Valiente
	3:30 PM - 5:00 PM		Pinapugasan NHS	
October 27, 2026	8: 30 AM- 10:30 AM		Tamlang ES	Richelle M. Celedona
	10:30 AM - 1:00 PM		Binaguiohan ES	
October 28, 2026	1:30 PM - 3:00 PM		Magsaysay NHS	May U. Ababa
	3: 30 PM - 5:00 PM		Magsaysay ES	
	8: 30 AM- 10:30 AM		Langub NHS	Gracelie Faith O. Lomocso
	10:30 AM - 2:00 PM		Langub ES	
	2:30 PM - 5:00 PM		Udtongan ES	Liahona Kaye R. Yanson
	8: 30 AM- 10:30 AM		Cervantes NHS	Jonalyn A. Suelan
October 29, 2026	10:30 AM - 1:00 PM		Cervantes ES	
	1:30 PM - 3:00 PM		Floro Bongco FS	Carmelli B. Sagal
	3: 30 PM - 5:00 PM		DEDRES	Rubilyn O. Dueñas
	8: 30 AM- 10:30 AM		Buenavista ES	Donah F. Bascar
November 4, 2026	10:30 AM - 1:00 PM		Rizal ES	
	1:30 PM - 3:00 PM		Japitan ES	
	3: 30 PM - 5:00 PM		Japitan NHS	
November 16, 2026 onward			SDO	



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5. Further, Administrative Officers II or Designated Property Custodians are requested to make themselves available on their respective schedule of visit and prepare the following file documents:

- a. Inspection and Acceptance Report (IARs)
- b. Delivery Receipts (DRs)
- c. Inventory Custodian Slip (ICS)
- d. Certificate of Final Acceptance (CFA)
- e. Acknowledgement Receipts (ARs)
- f. Purchase Orders (POs)
- g. Updated Stock Card
- h. Inventory Count Form
- i. Updated Report on Physical Count of Inventories (RPCI)
- j. Updated Report on Physical Count of Property, Plant and Equipment (RPCPPE)

6. Furthermore, in preparation for the conduct of Physical Count of inventory of school PPEs, Administrative Officers II are requested to submit through the Records Section their updated and signed Inventory Count Form before October 10, 2026.

7. All Non-IU schools are required to submit a soft copy of their **Report on the Physical Count of Property Plant and Equipment (RPCPPE)** and **Report on Physical Count of Inventories (RPCI)** for Semi-expendable Properties with unit value below P 50,000.00 procured and received as of November 29, 2026 for consolidation and submission to the Commission on Audit (COA).

8. Administrative Officers II/ Designated Property Custodians shall upload their RPCI and RPCPPE on <https://depedph-my.sharepoint.com/my?id=%2Fpersonal%2Fdesiree%5Fmiano%5Fdeped%5Fgov%5Fph%2FDocuments%2FAnnual%20Inventory%202026&viewid=46ab9ab5%2D975e%2D4c35%2D8593%2D62d76ae965c1>. **Deadline of submission will be on December 4, 2026.**

9. For widest dissemination.

PETER GALIMBA

Assistant School Division Superintendent
OIC- Schools Division Superintendent

Enclosure: none
Reference:

Miano/OSDS
September 17, 2026



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