



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

October 27, 2023

DIVISION MEMORANDUM

No. 291, s. 2023

SUBMISSION OF REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE) AND SEMI-EXPENDABLE PROPERTIES OF SCHOOLS FOR FY 2023

To: *Assistant Schools Division Superintendent*
Chief Education Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
Schools Division Personnel
Administrative Officers II
All others concerned

1. Please be informed that the schedule of submission of Report on Physical Count of Property, Plant & Equipment (RPCPPE) and Semi-Expendable Properties to COA is on or before January 31, 2024.
2. In this regard, all schools are required to update their Inventory Working Paper and submit the hard copy and soft copy on or before December 15, 2023 to give us time to consolidate. Please send the soft copy (Excel file) to joel.camaya01@deped.gov.ph.
3. For unserviceable properties, please submit duly accomplished Waste Material Report (WMR) or Inventory and Inspection Report of Unserviceable Property (IIRUP).
4. For your information, guidance and compliance.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent



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For the SDS:


VIRGINIA A. VINALAY
Administrative Officer V

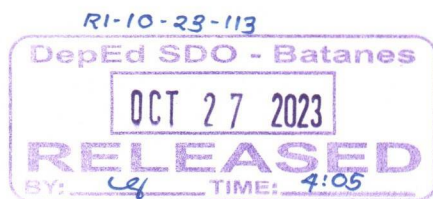
Encl: *As stated*

Reference:

To be indicated in the Perpetual Index

under the following subjects: REPORTS/PROCUREMENT

OSDS/vav/jfc



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