

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

November 11, 2025

DIVISION MEMORANDUM

No. 323, s. 2025

SUBMISSION OF REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE) AND SEMI-EXPENDABLE PROPERTIES OF SCHOOLS FOR FY 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary and Secondary School Heads (Non- IUs)
Schools Division Personnel
Administrative Officers II
All others concerned

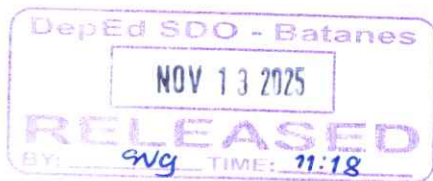
1. Please be informed that the schedule of submission of Report on Physical Count of Property, Plant & Equipment (RPCPPE) and Semi-Expendable Properties to COA is on or before January 31, 2026.
2. In this regard, all schools are required to update their Inventory Working Paper and submit the hard copy and soft copy on or before December 15, 2025 to give us time to consolidate. Please upload the soft copy (Excel file) to <https://tinyurl.com/RPCPPE-2025> or scan this QR Code to open the link.
3. For your information, guidance and compliance.



DANTE J. MARCELO, CESO VI

Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

For the SDS



MARCIAL Y. NOGUERA

Chief Education Supervisor, SGOD
Officer-in-Charge

Encl: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects: REPORTS/PROCUREMENT

OSDS/vav/jfc



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