



Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED QUEZON  
RECORDS SECTION

**UPLOADED**

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By: Michelle P. De Mesa  
Ref. No.: DM 0322, s. 26

10 April 2026

**DIVISION MEMORANDUM**

No. 0322, s. 2026

**MID-YEAR SUBMISSION OF REPORT ON PHYSICAL COUNT OF PROPERTY PLANT  
AND EQUIPMENT (RPCPPE) AND REPORT ON PHYSICAL COUNT OF  
SEMI-EXPENDABLE PROPERTY (RPCSP)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
District/School ICT Coordinators  
District/School Property Custodians  
All Others Concerned

1. With reference to the COA Circular No. 80-124 and COA Circular No. 2020-006, this Office, through the Property and Supply Unit, announces the submission of the School/District Consolidated Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and Report on Physical Count of Semi-Expendable Property (RPCSP) on or before **APRIL 15, 2026**.
2. All schools/districts are directed to diligently update and submit their respective inventory reports using the provided link: **<https://tinyurl.com/MID-YEAR-INVENTORY-2026>** or by scanning the QR code below.



3. The District Property Custodian shall carefully consolidate the inventory reports submitted by each school within their respective district.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Supgda4/10/2026

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