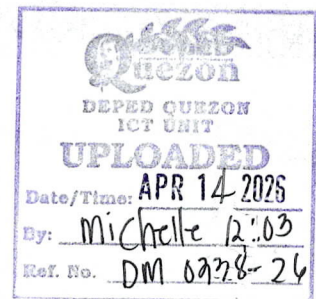




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 April 2026

**DIVISION MEMORANDUM**

No. 0938, s. 2026

**MID-YEAR SUBMISSION OF PROPERTY, PLANT AND EQUIPMENT AND SEMI-EXPENDABLE PROPERTY (PPE/SE) INVENTORY COUNT REPORT IN SUPPORT TO PPE-DOCUMENTATION, VALIDATION AND MONITORING SYSTEM (PPE-DVMS)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
School Heads of Implementing Units  
School Heads of Non-Implementing Units  
District/School Property Custodians  
All Others Concerned

1. In reference to Division Memorandum No. 0322 s. 2026, titled "Mid-year submission of Report on Physical Count of Property, Plant and Equipment (RPCPPE) and Report on Physical Count on Semi-Expendable Property (RPCSP)" issued through the Property and Supply Section pursuant to COA Circular No. 80-124 and COA Circular No 2020-006, this Office, through the Accounting Section directs all schools, both Non-Implementing Units (Non-IU) and Implementing Units (IU) to submit their updated and consolidated **Mid-Year Property, Plant and Equipment (PPE) and Semi- Expendable (SE) Inventory Count Report on or before April 15, 2026.**
2. The Report on Physical Count of Property, Plant and Equipment and Semi-Expendables (RPCPPE/RPCSE) submitted to the Supply Section must be consistent and duly tallied with the PPE and SE Consolidated Inventory Count Reports submitted to the Accounting Section.
3. **All schools (Non-IUs and IUs)** are instructed to update and upload their consolidated PPE and SE Inventory Count Report on the Output Report folder of their respective District and School through this link: **<https://tinyurl.com/MidYearPPESEConso2026>.**
4. Templates and instructions for the proper completion of the PPE and SE Inventory Count Report are provided in the above-mentioned link. For questions and clarifications, please feel free to contact Ms. Anna Fatima Quizana and Ms. Jeanet Panganiban, Administrative Assistant III- Accounting Section.

DEPEDQUEZON-TM-SDS-04-009-003



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5. Immediate dissemination and strict compliance with this Memorandum is desired.

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

Accahm04/07/2026

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