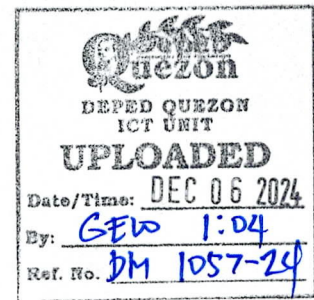




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 December 2024

DIVISION MEMORANDUM
DM No. 1057, s. 2024

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

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
District/School ICT Coordinators
District/School Property Custodian
All Others Concerned

1. The Schools Division Office, through the Property and Supply Office, is mandated to submit the 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 December 31, 2024, to the Commission on Audit.
2. In light of this directive, all schools under SDO – Quezon must diligently update and submit their respective inventory reports using the provided link: <https://www.depedquezon.com.ph/link/YearEndRPCPPE2024> and also be scanned using the QR code below.



3. The District Property Custodian shall meticulously consolidate the inventory reports of each school within the district.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164,

(042) 784-0391, (042) 784-0321



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4. The Consolidated report (Softcopy) per District is expected to be finalized not later than **December 16, 2024.**
5. Immediate dissemination of this Memorandum and strict adherence to its provisions are highly encouraged.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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REPORT ON THE PHYSICAL COUNT OF INVENTORIES

(Type of Inventory Item)

As at _____

Fund Cluster : _____

For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption) _____.

Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per Card (Quantity)	On Hand Per Count (Quantity)	Shortage/Overage		Remarks
							Quantity	Value	

Certified Correct by: _____

Signature over Printed Name of Inventory Committee Chair and Members

Approved by: _____

Signature over Printed Name of Head of Agency/Entity or Authorized Representative

Verified by: _____

Signature over Printed Name of COA Representative