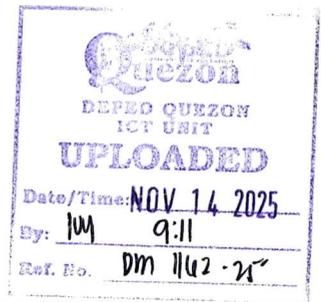




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 November 2025

DIVISION MEMORANDUM

DM No. 1142, s. 2025

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 Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
District/Schools ICT Coordinators
District/School Property Custodian
All Others Concerned

1. In accordance with COA Circular No. 80-124 and COA Circular No. 2020-006, this 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) to the Commission on Audit.
2. All schools under SDO – Quezon are directed to diligently update and submit their respective inventory reports using the provided link: <https://tinyurl.com/YEAR-END-INVENTORY-2025> or by scanning the QR code below.



3. For non-implementing schools, the District Property Custodian shall carefully consolidate the inventory reports submitted by each school within their respective district, while implementing units shall submit their inventory reports, for which a separate folder is provided.
4. The Consolidated Report (softcopy) must be finalized and submitted not later than **December 15, 2025**.
5. Immediate dissemination of this Memorandum and strict adherence to its provisions are highly encouraged.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Supgda11/11/2025

DEPEDQUEZON-TM-SDS-04-009-003



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