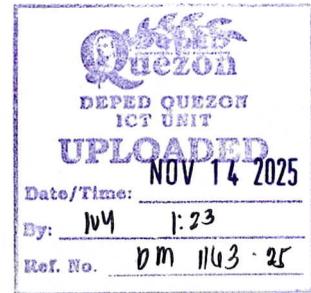




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 November 2025

DIVISION MEMORANDUM
DM No. 1143, 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 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 **December 15, 2025**.
2. All schools/districts 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 in a separate folder.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

ROMMEL CABAUTISTA, CESO V
Schools Division Superintendent

Supgda11/11/2025

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