



Republic of the Philippines  
**Department of Education**  
 REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
 Superintendent**

**16 May 2023**

DIVISION MEMORANDUM  
 OSDS No. **049**, s. 2023

**SUBMISSION OF SCHOOL ANNUAL INVENTORY REPORT ON PHYSICAL  
 COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE)**

To: Public Schools District Supervisors/Principals In-Charge  
 Public Elementary and Secondary School Heads  
 School Property Custodians  
 Administrative Officer II's  
 All Others Concerned

1. In line with Section 490 Volume 1 of the Government Accounting and Auditing Manual (GAAM) states that Physical Stock-Taking is an indispensable procedure for checking the integrity of Supply Officer or Property Custodians. In all cases, the physical inventory taking which is required semi-annually or annually should be regarded with importance. Chief of agencies are required to take physical inventory of all equipment and supplies belongings to their respective offices atleast once a year, unless otherwise determined by the Commission on Audit (COA) chairperson in specific cases.

2. In addition, Commission on Audit (COA) Circular 2020-006 dated January 31, 2020 provides the Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE items Found at Station, and Disposition for Non-existing/Missing PPE items, for the One-Time Cleansing of PPE Account Balances of Government Agencies. This circular prescribes guidelines and procedures on inventory taking, recognition of those found at station and disposition for non-existing/missing PPE items for the one-time cleansing of PPE accounts of government agencies to establish PPE balances that are verifiable as to existence, condition, and accountability.

3. In view of the above provisions, there shall be a Composition of the Inventory Committee. The following shall be composed of the said committee:

<b>Elementary and Secondary Schools (Non-IU's)</b>	
Administrative Officer II	Chairperson

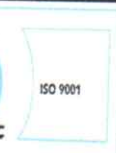
RECEIVED 17 MAY 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020

10:52 AM



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
 REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

ADAS II/III or Accounting Representative	Vice-Chairperson
Teacher	Member

<b>Secondary Schools – Implementing Units</b>	
Supply Officer II	Chairperson
ADAS II/III or Accounting Representative	Vice-Chairperson
Teacher (IT coordinator)	Member

4. The committee is responsible for the actual count and ascertain the existence of all properties/equipment and supplies and materials on stock. The valuation and/or costing of unvalued properties shall be the responsibility of the accounting division/unit.

5. Any adjustment of records and properties and supplies and materials shall be done immediately by the committee with the knowledge and consent of the head of the school concerned.

6. Finally, the Schools Division Office South Cotabato Property and Supply Section directs all Administrative Officer II and Supply Officer (for IU's) to submit the duly accomplished Report on Physical Count of Property, Plant and Equipment (RPCPPE) for SY 2022-2023 on or before **July 26, 2023** through this Link: <https://bit.ly/3M637mZ> Sample format filename per school shall be: PULO-SUBONG-IS\_LAKE SEBU.

5. For any queries, please contact Mr. Ray O. Lloren, Administrative Officer IV-Property and Supply through telephone numbers 083 228-5269.

Immediate dissemination and compliance with this Memorandum is directed.

  
**LEONARDO M. BALALA, CESE**  
 Schools Division Superintendent

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

---

Encl.: None

Reference: GAAM, COA Circular 2020-006

To be indicated in the Perpetual Index  
under the following subjects:

INVENTORY          SUPPLY  
REPORT

ROL/DM-submission of annual inventory RPCPPE  
0000/May 16, 2023

---

*SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020*



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)

