



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

Office of Schools Division
Superintendent

18 Oct 2023

DIVISION MEMORANDUM
OSDS No. **140**, s. 2023

SUBMISSION OF REPORTS BY THE ADMINISTRATIVE OFFICER II, SUPPLY
OFFICER and SCHOOL PROPERTY CUSTODIANS TO PROPERTY AND SUPPLY
SECTION

To: Public Schools District Supervisors/Principals In-charge
Public Elementary and Secondary School Heads
Administrative Officer II
Supply Officers
School Property Custodians

1. As stipulated in Section 7.e of the Republic Act No. 9155 or the Governance of Basic Education Act of 2001, "a core of non-teaching staff shall handle the school's administrative, fiscal, and auxiliary services. "Currently, the Department of Education (DepEd) under the **MATATAG** Agenda aims to provide adequate manpower complement in all public schools to give support for teachers to teach, better. The Department continues to pursue the creation and deployment of School-based Non-Teaching items – an initiative that aims to unload teachers from administrative or non-teaching tasks for them to focus on providing quality instruction.

2. Also prepares and submit reports on all property accountability of the school. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. Perform other functions as may be assigned by the immediate supervisor.

3. Anent this, all Administrative Officer II, Supply Officers and School Property Custodians shall submit the following as stated below;

No.	Key Results Area (KRA's)	Reports	Weight per KRA	Submission
1	Property Custodianship	Report of Physical Count on Property, Plant and Equipment (RPCPPE) for 50K and above. <i>GAM Volume II</i> - <i>Property Acknowledgment Receipt (PAR)</i> - <i>Property Card (PC)</i>	10%	On or before January 31 of each year
2	Property Custodianship	Report of Physical Count on Semi-expendable Properties	7.5%	Semi-annual (on or before

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





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No.	Key Results Area (KRA's)	Reports	Weight per KRA	Submission
		(RPCSP) for 50K and below. Reference No. COA Circular No. 2022-004 dated May 31, 2022 - Inventory Custodian Slip (ICS) - Semi-expendable Property Card (SPC) - Registry of Semi-expendable Property Issued (RegSPI)		June 30 and December 31 of each year
3	Property Custodianship	Report of Supplies Monthly Issued (RSMI) - Requisition Issuance Slip (RIS)	2.5%	Every 5 th day of the following month

NOTE: All reports for RPCPE (as of Dec. 31, 2023), RPCSP and RSMI will take effect next year 2024.

4. For any inquiries, you may direct your concern to **Mr. Ray O. Lloren**, Administrative Officer IV – Supply or contact no. 083-2285269.

5. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None

Reference: Republic Act No. 9155 or the Governance of Basic Education Act of 2001
To be indicated in the Perpetual Index
under the following subjects:

INVENTORY

ROL/DM- submission of reports by the administrative officer ii, supply officer and school property custodians to property and supply section
0000/October 18, 2023

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