




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
Bulanao Norte, Tabuk City, Kalinga

DEP-ED - TABUK CITY  
**RELEASED**  
JAN 19 2021  
RECORDS UNIT

**Division Memorandum**

No. 12 s. 2021

FOR: Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Supply Officers  
Designated School Property Custodian  
Division Office Personnel  
All Others Concerned

FROM:  **IRENE S. ANGWAY**  
OIC-Schools Division Superintendent

SUBJECT: **SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT AND REPORT ON THE PHYSICAL COUNT OF INVENTORY AS OF DECEMBER 31, 2020**

DATE: **January 15, 2021**

1. Relative to the submission of Year End Physical Inventory Report, you are hereby directed to submit the **Report of Physical Count of Property, Plant and Equipment (RPCPPE)** for Land, Building, IT Equipment & Software, Communication Equipment, Furniture & Fixtures, Office Equipment, Motor Vehicle etc. (**P15,000 and above**) and **Report of Physical Count of Inventories(RPCI)** for Semi-Expendable Property (below P15,000.00) as of December 31, 2020.
2. The Schools are expected to organize their own Inventory Committee that is composed of the School Head, School Property Custodian, Physical Facilities Coordinator, ICT Coordinator, BEIS Coordinator, DRRM Coordinator, Sports Coordinator, School Nurse (for schools with existing nurse or the nurse assigned to the schools) and the ADAS-in-charge of the school(school bookkeeper & field bookkeeper).
3. The Division Inventory Committee is hereby likewise created to facilitate, validate & conduct actual inventory in the schools and in the Division Office and consolidate report. The committee composed of the following personnel:

Chairman	Feliciano L. Agsaoay Jr.	OIC-ASDS
Co-chairman	Dorothy S. Asingal	Administrative Officer V
Members:	Engr. Paul N. Palliso	In-charge of Buildings & Other Structures, Furniture & Fixtures (Teachers Table w/ chair and Armchairs)



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	Atty. Michelle G. Lee	In charge of Land
	Allan S. Dumalsin	In charge of ICT Equipment & Printing Equipment & Communication Equipment
	Helen B. Orap & Teofila Agsunod	In charge of Books (Learning Resources- Textbooks and Teachers Manual)
	Emmanuel Ubuan & Cresencia M. Na-oy	In charge of Technical & Scientific Equipment (Science & Math Equipment)
	Josefina B. Balisong & Ferdinand Malagyab	In charge of Kitchen Equipment & Agricultural & Forestry Equipment (TVL Tools & Equipment)
	Menchie P. Gamongan	In charge of DRR Equipment
	Doddie Marie Duclan & Federico C. Flores	In charge of Sports Equipment
	Benita B. Velo	In-charge of Medical Equipment (Dental & Medical Equipment)
	James Ceasar A. Dayao	In charge of other PPEs
Secretariat	Maureen D. Martinez Jacob Bagtang Marjorie Batallones Karen Velasco	Assist in the consolidation of Inventory reports per type of PPE & Semi-expandable items

4. The RPCPPE and RPCI shall be inventoried by type. (See attached classification of Property, Plant & Equipment (PPE) & Semi-Expandable Inventory). Get the softcopy of the templates from your ADAS-in charge and submit the same in excel format on or before January 26, 2020 to the Property and Supply Office the hard and soft copy in CDRW or thru email address [jamesceasar.dayao@deped.gov.ph](mailto:jamesceasar.dayao@deped.gov.ph).
5. The School & Division Inventory committee who will report on Saturday & Sunday will be entitled to service credits for teaching personnel and CDO/CTO for non-teaching personnel.
6. Travel expenses and other incidental expenses of Division Personnel shall be charged against Division MOOE subject to usual accounting and auditing rules and regulations.
7. For information, guidance, and strict compliance.





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I. **REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE)**  
**INSTRUCTIONS**

- A. The RPCPPE is the form used to report on the physical count of PPE by type such as land, land improvements, infrastructure, building and other structures, machinery and equipment, transportation equipment, furniture, fixtures and books, etc. which are owned by the agency. It shall be prepared yearly by fund cluster.
- B. This form shall be accomplished as follows:
1. **Type of Property, Plant and Equipment** – PPE account name such as Heavy Equipment, Technical and Scientific Equipment, Motor Vehicle, Office Equipment, Furniture and Fixtures, etc.
  2. **As of/at** \_\_\_\_\_ – date of the report
  3. **Fund Cluster** – fund cluster name/code in accordance with UACS
  4. **Name of Accountable Officer** – name of the accountable officer
  5. **Official Designation** – official designation of the accountable officer
  6. **Entity Name** – agency or office where the accountable officer is assigned
  7. **Date of Assumption** – first day of assumption of the duties and responsibilities as accountable officer
  8. **Article** – type of item or article (e.g., personal computer, printer, filing cabinet, etc.)
  9. **Description** – brief description of the article/item (e.g., Acer monitor for personal computer, Epson for printer, etc.)
  10. **Property Number** – assigned property number by the Supply and/or Property Division/Unit
  11. **Unit of Measure** – unit of measurement of the property, plant and equipment (e.g., piece, set, etc.)
  12. **Unit Value** – cost per quantity unit
  13. **Quantity-Per Property Card** – quantity of items or articles appearing in the PC
  14. **Quantity-Per Physical Count** – quantity of items or articles per physical count
  15. **Shortage/Overage** – excess of the quantity and total value of items or articles per PPELC over that of the physical count or vice versa
  16. **Remarks** – whereabouts, conditions and other relevant information relative to PPE
- C. The report shall be certified correct by the Inventory Committee Chair and Members, approved by the Head of Agency/Entity/School or his/her Authorized Representative, and verified by the COA Representative.

The following data are mandatory and to be indicated in the report of RPCPPE:

1. Correct specifications of properties, as follows:
  - a. Land- indicate the lot area, name of registered owner, number of Transfer Certificate of Title/Original Certificate of Title, estimated current market value and assessed value as indicated in the recent Tax Declaration of Real Property (please attached photocopy of Transfer Certificate of Title and Tax Declaration).
  - b. Buildings-indicate the type of building in the Article Item Column, number of Storeys and rooms in the Description Item column, Building Number in the Property Number Column Item and, date of acquisition and cost( please refer to latest NSBI report for consistency).
  - c. Office Equipment-indicate the model, brand and specifications, unit value.
  - d. IT Equipment-indicate the model, specifications & serial nos., unit value.
  - e. Motor Vehicle-indicate the model, brand, engine number, chassis number and color in the Description Item column and the plate number in the Property Number
2. **ALL PROPERTIES** shall indicate the **date of acquisition**, **property number**, **unit of measure**, its **unit cost** and **quantity**. All data should be filled up.





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3. Indicate the source of funds whether it was procured from Central Office, Regional Office, Division Office, School, LGU, PTA donation, etc.
4. Status of the properties whether serviceable or not and For Donations specify if with Deed of Donation or No Deed of Donation in the "Remarks" Column. Whereabouts(location) of the properties & who is accountable (the whom the PPE is issued) shall be indicated in the column for *Accountable Officer*.

**II. REPORT ON THE PHYSICAL COUNT OF INVENTORIES (RPCI)**

**INSTRUCTIONS**

- A. The RPCI is a form used to report the physical count of inventory items by type such as Office Supplies Inventory; Accountable Forms Inventory; Medical, Dental and Laboratory Supplies Inventory; Food Supplies Inventory, etc. which are owned by the agency/entity. It shall be prepared semi-annually by the Inventory Committee and by fund cluster.
- B. This form shall be accomplished as follows:
  1. **Type of Inventory Item** – inventory account name such as Office Supplies Inventory, Accountable Forms Inventory, Medical, Dental and Laboratory Supplies Inventory, Food Supplies Inventory, etc.
  2. **As at** \_\_\_\_\_ – date of the report
  3. **Fund Cluster** – fund cluster name/code in accordance with the UACS
  4. **Name of Accountable Officer** – name of the accountable officer or Supply and/or Property Custodian
  5. **Official Designation** – official designation of the accountable officer
  6. **Entity Name** – branch or office where the accountable officer is assigned
  7. **Date of Assumption** – first day of assumption of the duties and responsibilities as accountable officer
  8. **Article** – type of item or article (e.g., folder, bond paper, ball pen)
  9. **Description** – brief description of the article (e.g., file tag board for legal size, 210 mm x 297 mm (A4) min. of 70 gms, fine point black)
  10. **Stock Number** – assigned stock number by the Supply and/or Property Division/Unit
  11. **Unit of Measurement** – unit of measurement of the property, goods or supplies e.g., piece, ream, box, etc.
  12. **Unit Value** – cost per unit
  13. **Balance per Card** – quantity of item/s or article/s appearing in the SLCs
  14. **On Hand per Count** – quantity of item/s or article/s per physical count
  15. **Shortage/Overage** – excess of the quantity and total value of item/s or article/s per SLCs over that of the physical count (Shortage) or vice versa (Overage)
  16. **Remarks** – whereabouts, conditions and other relevant information on the inventories noted during the physical count
- C. **ALL SEMI-EXPANDABLE PROPERTIES** shall indicate the date of acquisition, Stock number, unit of measure, its unit cost and quantity. All data should be filled up.
- D. Indicate the source of funds whether it was procured from Central Office, Regional, Division, School, LGU, PTA donation, etc.
- E. Status of the semi-expandable properties whether serviceable or not shall be indicated in the "Remarks" Column. Whereabouts of the semi-expandable properties (who is accountable) shall be indicated in the column for *Accountable Officer*.
- F. The report shall be reconciled with the SLCs and SCs maintained by the Accounting Division/Unit, and Property and/or Supply Division/Unit, respectively. Any discrepancy shall be verified and/or adjusted accordingly.





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**III. CLASSIFICATION OF PPE & SEMI-EXPENDABLE PROPERTIES**

Property, Plant & Equipment (15,000 and above)	Semi-Expendable Properties (less than P15,000.00)
Land	Semi-Expendable Office Equipment
Building	Semi-Expendable Information and Communication Technology Equipment
Other Structures	Semi-Expendable Agricultural & Forestry Equipment
Office Equipment	Semi-Expendable Marine & Fishery Equipment
Information and Communication Technology Equipment	Semi-Expendable Communication Equipment
Agricultural & Forestry Equipment	Semi-Expendable Disaster Response and Rescue Equipment
Marine & Fishery Equipment	Semi-Expendable Military, Police & Security Equipment
Communication Equipment	Semi-Expendable Medical Equipment
Disaster Response and Rescue Equipment	Semi-Expendable Printing Equipment
Medical Equipment	Semi-Expendable Sports Equipment
Printing Equipment	Semi-Expendable Technical & Scientific Equipment
Sports Equipment	Semi-Expendable Electrical Equipment
Technical & Scientific Equipment	Semi-Expendable Kitchen Equipment
Kitchen Equipment	Semi-Expendable Other Machinery & Equipment
Electrical Equipment	Semi-Expendable Furniture and Fixtures
Other Machinery & Equipment	Semi-Expendable Books
Motor Vehicles	
Other Transportation Equipment	
Furniture and Fixtures	
Books	