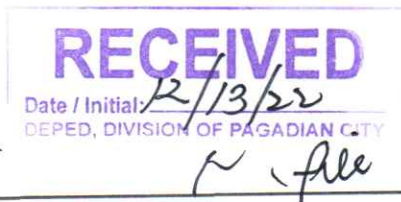




Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY



Division Memorandum

No. 297 s.2022

December 9, 2022

SCHEDULE OF THE CONDUCT OF ANNUAL PHYSICAL COUNT OF INVENTORIES OF PROPERTY, PLANT AND EQUIPMENT (PPE) TO ALL PUBLIC ELEMENTARY SCHOOLS, INTEGRATED SCHOOLS AND SECONDARY (JUNIOR AND SENIOR) HIGH SCHOOLS IN THE DIVISION

To: Public Schools District Supervisors
Elementary and Secondary School Heads
District Property Custodians/Administrative Officers II
Secondary School Supply Officers
District/Secondary School ICT Coordinators
This Division

1. Due to the recurring audit findings by the Commission on Audit (COA) on the accuracy and balances and discrepancies in the Inventory and PPE accounts and in preparation for the year-end submission of Report on Physical Count of Inventory and PPE for FY 2022, the Schools Division of Pagadian City through the Supply and Accounting Section, reiterates the implementation of **COA Circular No.006 s.2020, 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** for the purpose of conducting physical inventory and disposing various unserviceable properties and waste materials, this Office will conduct the annual physical count acquired through procurement, donations, and those transferred from Central Office, Regional Office and Local Government from **December 14 to 22, 2022 (except Saturday and Sunday)**.

2. The Division Inventory Committee is composed of the following Officials:

Division Supply Officer
Administrative Officer II-Supply Office
Division Accountant and/or her authorized representative
Division IT Officer
Division Engineers
COA Team Leader and/or his authorized representative
Division Librarian-LR Representative
District and Secondary School Property Custodian concerned

Division Memo/Supply Office
Control No. M122022-001



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3. To facilitate the inventory process, it is requested that all items reflected in the inventory reports must be on hand and ready for inspection, storerooms and other places where the stocks may be located should be cleaned and well prepared so that an orderly and smooth checking could be made.
4. The School Property Custodian are expected to prepare the following:
- 4.1 Inventory Report on Physical Count of Property, Plant and Equipment (RCPPE) with the property Card categorized based on the Chart of Accounts per Manual on the Government Accounting Manual (GAM)
- School Buildings and Other Structures
 - IT Equipment (like computer, laptop, printers, LCD Projectors, and etc.) it is advised to attach pictures of the DCP batches per school
 - Other Office Equipment (like photocopier, riso machine, refrigerator, air conditioner, television, and other equipment used in the office)
 - Industrial/Other machines
 - Science and Mathematics Equipment
 - Motor Vehicle if any
- 4.2 Inventory Report on Property Count of Inventory (RPCI) with the Stock Card
- Instructional Materials (Textbooks, LM, Self-Learning Modules (SLM)
 - Furniture and Fixtures (Armchairs, Tables & Chairs and the like)
 - Other School Materials below the threshold of P _____
- 4.3 Stock Cards (Attachment to RCPI)
- 4.4 Property Cards (Attachment to RCPPE)
- 4.5 Updated Property Acknowledgment Receipts (PAR)(Attachment to RCPPE)
- 4.6 Inventory Custodian Slips (ICS)(Attachment to RPCI-Semi-Expandable Properties)
- 4.7 Report on Supplies and Materials Issued (RSMI)per Fund Cluster
- 4.8 Original Requisition and Issue Slips (RIS)
- 4.9 Inventory and Inspection Report for Unserviceable Properties (IIRUP)to verify items that have already been disposed
- 4.10 Property Transfer Report (PTR)
- 4.11 Registry of Derecognized PPE (RDPPE)
5. The ICT Coordinators are expected to prepare the following:

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- Central/Secondary School ICT Coordinators shall prepare the ICT Equipment received by the school such as desktop, laptops, printers, LCD Projectors, etc.
- 6. Service credits will be granted to all school teachers designated as district/school property custodians and District and Secondary School ICT Coordinators for the services rendered beyond office hours for actual inventory taking, preparation and submission of the necessary reports, in accordance with existing CSC Rules and Regulations. It is requested that all RPCPPE and RPCI of the schools must be submitted to the District Property Custodian/Administrative Officers on or before the scheduled dates duly signed and noted by the official concerned. Failure to do so would mean forfeiture of the aforementioned service credits.
- 7. School Property Custodians may join the scheduled district inventory to be able to answer some concerns that may arise on the day of the inventory taking.
- 8. To facilitate easier monitoring of properties and equipment, the provision of property stickers in conformity with the data requirements indicated in the COA Circular No. 006 s.2020 should be observed.
- 9. The Division Supply Officer and staff shall consolidate all these reports to come up with a Division Report of Inventory for the submission to the Commission on Audit (COA) and to the Accounting Unit for reconciliation purposes.
- 10. The Itinerary of Travel of the Inventory Team/Schedule on the conduct of Physical Count of Inventories of PPEs as Enclosure 1.
- 11. Incidental and other related expenses incurred during the conduct of this activity shall be charged against local funds and/or other funds subject to the usual accounting, budgeting and auditing rules and regulations.
- 12. Widest dissemination and strict compliance of this Memorandum is highly directed.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

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