



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

NO. 014, s. 2023

JAN 17 2023

**SUBMISSION OF INVENTORY REPORT**

To: Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. The Commission on Audit requires the submission of Annual Inventory Report.
2. In view thereof, all School Property Custodians shall submit the following:
  - Report on Physical Count of Property Plant and Equipment (RPCPPE)  
Downloadable Template:  
[https://www.facebook.com/messenger\\_file/?attachment\\_id=2447014158781554&message\\_id=mid.%24gAAoEQqAioXGL28Ypa2FqoDaFaB6X&thread\\_id=2819433968083313](https://www.facebook.com/messenger_file/?attachment_id=2447014158781554&message_id=mid.%24gAAoEQqAioXGL28Ypa2FqoDaFaB6X&thread_id=2819433968083313)
  - Report on Physical Count of Semi-Expandable Property (RPCSP)  
Downloadable Template:  
[https://www.facebook.com/messenger\\_file/?attachment\\_id=2447014158781554&message\\_id=mid.%24gAAoEQqAioXGL28Ypa2FqoDaFaB6X&thread\\_id=2819433968083313](https://www.facebook.com/messenger_file/?attachment_id=2447014158781554&message_id=mid.%24gAAoEQqAioXGL28Ypa2FqoDaFaB6X&thread_id=2819433968083313)
  - Report on Physical Count of Inventories (RPCI)  
Downloadable Template:  
[https://www.facebook.com/messenger\\_file/?attachment\\_id=576544957181938&message\\_id=mid.%24gAAoEQqAioXGL28YlvGFqoDZ\\_3MsD&thread\\_id=2819433968083313](https://www.facebook.com/messenger_file/?attachment_id=576544957181938&message_id=mid.%24gAAoEQqAioXGL28YlvGFqoDZ_3MsD&thread_id=2819433968083313)
3. Deadline of submission will be on or before January 20, 2023 to Mr. Alfredo N. Nombre, Jr. or Mrs. Salvacion Elcy Pantajo at the Division Property and Supply Office.
4. Widest dissemination and compliance with this Memorandum are desired.

**NICASIO S. FRIO EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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