



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

July 3, 2025

DIVISION MEMORANDUM
OSDS-2025 - 147

To: Administrative Officer II / Public Schools' Property Custodians
Public Elementary and Secondary School Heads
Education Program Supervisor / Area Consultants
Division Inventory Committee Members
All Others Concerned

SEMI-ANNUAL PROPERTY INVENTORY REPORTS SUBMISSION

1. In compliance with the guidelines on property accountability and inventory management, all public schools under the Schools Division of Tagbilaran City are hereby directed to update and submit the following inventory reports as of June 30, 2025, on or before July 15, 2025:

- a. Appendix 73 – Report on the Physical Count of Property, Plant and Equipment **(RPCPPE)**
- b. Annex A.8 – Report on the Physical Count of Semi-Expendable Property **(RPCSP)**
- c. Annex A.4 – Registry on Semi-Expendable Property Issued **(RegSPI)**

2. For items a and b (RPCPPE and RPCSP), please check and update the designated file in the shared Google Drive folder provided by the Division Supply Section. All Implementing Units (IUs) and Operating Units (OUs) are required to submit three (3) hard copies to the following offices – Commission on Audit (COA), Division Office - Accounting Section and School Copy. All non-IUs are required to submit such to the Division Supply Section for consolidation purposes. For Item c (RegSPI), all schools are required to submit an electronic copy either via Email to the Division Supply Section or upload to your school's designated folder in the shared Google Drive.

3. School Property Custodians are advised to strictly adhere to the deadline to ensure timely consolidation and submission to concerned oversight offices. For any clarification or assistance, you may contact the Division Supply Section

4. Immediate and wide dissemination of this Memorandum is desired.

W.D. Bongalos
For **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent

WDB/JAAL/SUPPLY/BDA/Jar



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