



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

**Office of the Schools Division
Superintendent**

December 17, 2025

DIVISION MEMORANDUM
No. 910, s. 2025

DIVISION ANNUAL PROPERTY INVENTORY REPORTS SUBMISSION

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

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 December 31, 2025, on or before January 15, 2026 indicating all school properties and inventories from all sources such as procured through School MOOE, deliveries from Central, Regional and Division Offices, Donations and etc.:

- 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.1 – Semi Expendable Property Card **(SPC)**
- d. 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 One Drive folder provided by the Division Supply Section. **All Implementing Units (IUs) and Operating Unit (OU) are required to submit three (3) hard copies to the following offices: Commission on Audit (COA), Division Office – Accounting Unit, and School Copy. All non-IUs are required to submit such to the Division Supply Section for consolidation purposes.** For Item c **(SPC)** and d **(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 One Drive.

3. School Property Custodians are advised to strictly adhere to the submission 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.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

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