



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

Office of the Schools Division Superintendent

August 4, 2025

**DIVISION MEMORANDUM**

OSDS-2025-503

To : **ALL ADMINISTRATIVE OFFICERS II**  
Elementary and Secondary Schools

**PREPARATION OF INVENTORY COUNT FORMS (RPCPPE AND RPCSP)**

1. In line with the Division's commitment to complete the One-Time Cleansing of Semi-Expendable Property, Plant, and Equipment (PPE), as mandated under COA Circular No. 2020-006 dated January 31, 2020, all school-based Administrative Officers II are hereby directed to immediately undertake the preparation of the following Inventory Count Forms (ICF) for subsequent validation by the Division Inventory Committee

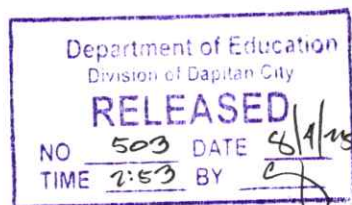
- Report on the Physical Count of Property, Plant and Equipment (RPCPPE)
- Report on the Physical Count of Semi-Expendable Property (RPCSP)

2. The inventory forms must be accomplished completely and accurately, reflecting the actual physical count and condition of all accountable items under your area of responsibility.

3. The validation period will be conducted on-site by the Division Inventory Committee from August 15 to September 15, 2025, following a schedule that will be issued separately.

4. This directive supports the Division's initiative to one-time physical inventory and cleansing of semi-expendable property balances. It must be carried out with utmost diligence, accuracy, and a strong sense of urgency to ensure reliable and updated property records.

5. For guidance and compliance.



**JAY S. MONTEALTO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent