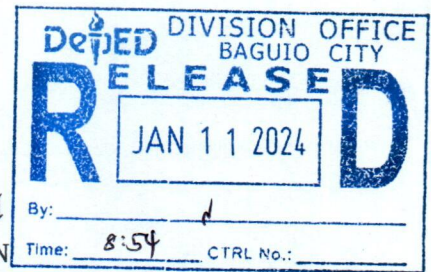




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



January 10, 2024

DIVISION MEMORANDUM

No. **017-2024**

SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF SEMI-EXPENDABLE PROPERTY (RPCSP) and REPORT ON THE PHYSICAL COUNT OF INVENTORIES (RPCI) FOR ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

To: All Public School Heads
Administrative Officer II
Supply/Property Custodian
Others Concerned

1. The Commission on Audit (COA) Memorandum Circular No. 2022-004 Annexes A1-A10 and the Government Accounting Manual (GAM) for National Government Agencies provide that the RPCSCP and RPCI shall be submitted not later than January 31 of each year respectively.
2. In view thereof, all School Heads, School Administrative Officers, School Supply/Property Custodians and School Inventory Committees are enjoined to comply and submit the aforementioned reports in excel format as of December 31, 2023 through the following links:
 - a. <https://shorturl.at/npqLR> for School RPCSP high value and School RPCSP low value
 - b. <https://shorturl.at/fsUW4> for School RPCI
3. The non-implementing units (Non-IUs) shall submit these reports **on or before January 17, 2024** for consolidation and submission thereafter, while the implementing units (IUs) shall copy furnish the Division Supply Unit.
4. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

