



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



July 23, 2026

DIVISION MEMORANDUM

No. **474-2026**

**SUBMISSION OF THE SCHOOL REPORT ON THE PHYSICAL COUNT OF
INVENTORIES (RPCI) AS OF JUNE 30, 2026**

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

1. Pursuant to the Government Accounting Manual (GAM) for National Government Agencies and existing Commission on Audit (COA) rules and regulations on inventory management and reporting, **all public elementary and secondary schools** are hereby directed to submit the **Report on the Physical Count of Inventories (RPCI)** of Supplies and Materials **as of June 30, 2026**, based on the physical count conducted by their respective Inventory Committees.
2. The RPCI shall reflect the actual physical inventory of expendable supplies and materials on hand as of June 30, 2026, duly certified by the designated Inventory Committee and approved by the School Head.
3. All schools shall **submit the duly accomplished RPCI** to the Supply and Property Management Unit **on or before July 27, 2026** for consolidation and submission to the appropriate oversight offices.
5. For information, guidance and strict compliance

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

SAMUEL T. EGSAEN JR. EdD, CESO VI
Assistant Schools Division Superintendent

OSDS/SPMU-vgc



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@depd.gov.ph

