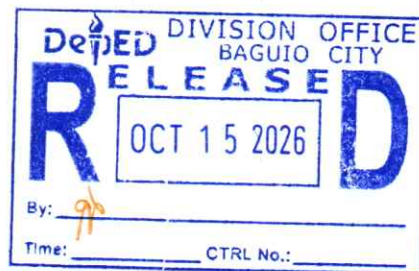




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 14, 2026

DIVISION MEMORANDUM
No. **705-2026**

**SUBMISSION OF RPCI AND REGISTRY OF SEMI-EXPENDABLE PROPERTY
ISSUED (RegSPI) EXCEL FILES AS OF JUNE 30, 2026 AND DECEMBER 31, 2026**

To: Public Schools District Supervisors
Public School Heads
School Administrative Officers
All Others Concerned

1. In preparation for the consolidation and submission of inventory reports for the reporting periods ending June 30 and December 31, 2026, all concerned School Supply Officers/Property Custodians are hereby directed to submit the Excel files of their respective Report on the Physical Count of Inventories (RPCI) and Registry of Semi-Expendable Property Issued (RSPI), subject to the following guidelines:

a. Submission of Excel Files as of June 30, 2026

All concerned schools shall submit the excel files containing the inventory data as of June 30, 2026, corresponding to the reports previously submitted to the Supply and Property Unit. These files shall be submitted electronically through <https://forms.gle/2Hhgg1aE1QrypwQQ9> on or before **October 21, 2026**.

b. Submission of Inventory Data as of December 31, 2026

All concerned schools shall submit the excel files containing their inventory data as of December 31, 2026, through the link <https://forms.gle/2TZggCJVL1nfKoKn9> on or before **January 11, 2027**.

2. All concerned School Supply Officers/Property Custodians shall ensure that the submitted excel files are complete, accurate, and consistent with the corresponding inventory records and reports. The appropriate submission link must be used for each reporting period to ensure the proper organization and consolidation of data.

3. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU-vgc