



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

SDO ALAMINOS
RELEASED
2024-01-04
RECORDS UNIT

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

DM-2024-003

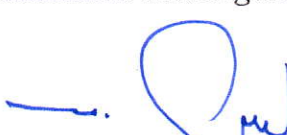
TO : Asst. Schools Division Superintendent
Chief Education Supervisor -Curriculum Implementation Division
Chief Education Supervisor -Schools Governance Operation Division
School Heads of Public Elementary & Secondary Schools (Non-IUs)
Administrative Officer II and School Property Custodians
All Others Concerned

SUBJECT : **DEADLINE OF SUBMISSION OF 2023 YEAR-END INVENTORY REPORTS**

FROM : Schools Division Superintendent

DATE : January 03, 2024

1. Please be informed that the deadline for submission of the Year-End Inventory Reports is on January 20, 2024.
2. The Year-End Inventory Reports to be submitted are the following:
 - Report on the Physical Count of Property, Plant and Equipment (RPCPPE) – as of December 31, 2023
 - Report on the Physical Count of Semi-Expendable Property (RPCSP) – as of December 31, 2023
 - Report on the Physical Count of Inventories (RPCI) – as of December 31, 2023
 - Registry of Semi-Expendable Property Issued (RegSPI) High & Low Value – as of December 31, 2023
3. The aforementioned reports must be submitted in two (2) printed copies.
4. In addition, schools are reminded that Property Cards, Semi-Expendable Property Cards, and Stock Cards should be maintained and regularly updated.
5. For information, guidance, and compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

With hundred reasons to serve!



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