



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

January 21, 2020

DIVISION MEMORANDUM

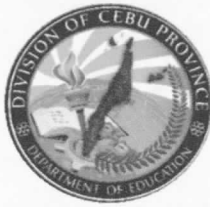
No. 031, s. 2020

**SUBMISSION OF CONSOLIDATED REPORT ON
REPORT ON THE PHYSICAL COUNT OF INVENTORIES
(RPCI) OF ALL PROPERTIES PROCURED COSTING BELOW
FIFTEEN THOUSAND PESOS (PhP 15,000.00) PER UNIT.**

To: Public Schools District Supervisors
Elementary and Secondary School Principals
District and Secondary School Property Custodian

1. The field is hereby informed on the submission of the consolidated report on the Report on the Physical Count of Inventories (RPCI) "Appendix 66" for the procured properties costing below fifteen thousand pesos (PhP 15,000.00) per unit issued to users using Inventory Custodian Slip (ICS) "Appendix 59". Procurement period covers from June-December 2019.
2. District Property Custodians shall submit consolidated report to be e-mailed to depedcebuprovsupplysec@gmail.com.
3. Immediate compliance is necessary.

MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent



REPORT ON THE PHYSICAL COUNT OF INVENTORIES

(Type of Inventory Item)

As of July 1 to December 31, 2019

(Name of School, District)

Fund Cluster :

For which *(Name of Accountable Officer) , (Official Designation) , (Entity Name)* is accountable, having assumed such accountability on *(Date of Assumption)*.

ARTICLE	DESCRIPTION	STOCK NUMBER	UNIT OF MEASURE	UNIT VALUE	BALANCE PER	ON HAND PER	SHORTAGE/OVERAGE		REMARKS
					CARD	COUNT			
					(QUANTITY)	(QUANTITY)	QUANTITY	VALUE	

Certified Correct by:

Approved by:

Verified by:

Signature over Printed Name of Inventory Committee Chair and Members

Signature over Printed Name of Head of Agency/Entity
or Authorized Representative

Signature over Printed Name of COA Representative