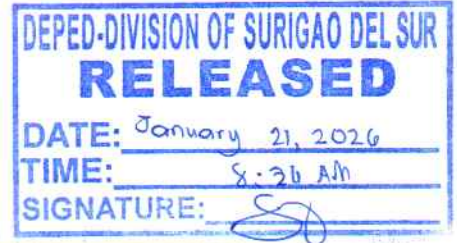




Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 026, s. 2026

Submission of School Inventory Reports for CY 2025

To : Public Schools District Supervisors & District In-Charge
 Secondary School Head IUs and Non-IUs
 All Designated School Property Custodians/Supply Officers
 All School Administrative Officers II
 All other Concerned

1. Pursuant to Government Accounting Manual Sec. 17.i and Sec. 38, and COA Circular 2022-004, Par. 4.7.8, to ensure proper recording and accountability of all government assets, this office through the Supply and Property Unit directs all Designated School Property Custodians/Supply Officers and School Administrative Officers II to submit Inventory Reports following the details below.

SCHOOL	INVENTORY REPORT	DEADLINE	RECEIVING OFFICE
NON-IUS	1. Report on the Physical Count of Inventories (RPCI) 2. Report on the Physical Count of Semi-expendable Property (RPCSP)	On or before January 27, 2026	Division Supply & Property Unit
IUS	1. Report on the Physical Count of Inventories (RPCI) 2. Report on the Physical Count of Semi-expendable Property (RPCSP) 3. Report on the Physical Count of Property, Plant and Equipment (RPCPPE)	On or before January 31, 2026	Submit the reports to the Commission on Audit (COA) office through your respective Accounting Unit, and provide a copy of each inventory report to the Division Supply and Property Unit.

2. The Inventory Report shall cover all supplies, equipment, furniture and fixtures, textbooks, learning materials, and other properties acquired through donations, DepEd procurement or delivery, the Special Education Fund, and other school funds or assistance as of December 31, 2025.



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3. For additional information, kindly coordinate with the Division Supply and Property Unit through the contact numbers 09472656566 & 09073520032.
4. For information, guidance, and compliance.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index
Under following subjects:
PROPERTIES INVENTORY
JCB/DM-MEMO
__/__/2026