



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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Office of the Superintendent

December 1, 2023

Division Memorandum
 No. 498, s. 2023

**SUBMISSION OF YEAREND REPORTS ON THE PHYSICAL COUNT OF
 PROPERTY PLANT AND EQUIPMENT**

**To: All Public Elementary, Integrated and Secondary School Heads
 All Administrative Officers II
 All Supply Officers, Implementing Units**

1. As per agreement during the Orientation-Workshop on Property and Supply Management System Cum Cleansing of PPE conducted on October 18-20, 2023 held at NMK Bldg., 3rd Floor, McKinley St., Zone 7, Bangued, Abra, you are hereby advised to submit the following reports as follows:

Particulars	Name of Report	Due Date
1. Soft Copy (as of November 30, 2023)	-Report on Physical Count of Property and Equipment (RPCPPE) 50,000.00 & Above -Report on the Physical Count of Semi-Expendable Properties (RPCSP) less than 50,000.00	December 7, 2023
2. Hard Copy as of December 31, 2023	R P C P P E, R P C S P	January 5, 2024

2. The Orientation Workshop was conducted purposely to orient the participants in order to establish a uniformity in the preparation of said yearend reports, hence all are expected to submit same reports for the efficient and effective



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implementation of Reporting and Cleansing as per COA Circular No. 2020-006 and 2022-004, respectively.

4. Your immediate compliance is a must.


AMADOR D. GARCIA., SR., PhD. CESO VI
Schools Division Superintendent

OSDS/PAS/mbb



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