



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 08 2025

DIVISION MEMORANDUM

No. 004 s. 2025

**REMINDER ON THE SUBMISSION OF ANNUAL REPORT ON PHYSICAL
COUNT OF INVENTORIES (RPCI) AND REPORT ON PHYSICAL COUNT OF
PROPERTY, PLANT AND EQUIPMENT (RPCPPE) FY 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/Principals
District and School Property Custodians
All Others Concerned

1. This Office reminds all concerned Public Elementary and Secondary District and School Property Custodians to submit two (2) hard copies of the **Annual Report on Physical Count of Inventories (RPCI) And Report on Physical Count of Property, Plant and Equipment (RPCPPE) FY 2024 on January 10, 2025 from 8:00 a.m. to 3:00 p.m.** at Division Supply Unit, SDO Bataan, Kabukiran St. Brgy. Calaylayan, Abucay, Bataan.
2. The District and School Property Custodians must submit a soft copy in MS Excel and PDF file format through the link, on or before January 10, 2025:

<https://tinyurl.com/AnualInventory>

3. Immediate dissemination of and strict compliance to this Memorandum is enjoined.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

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January 7, 2025



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.depedbataan.com bataan@deped.gov.ph
www.facebook.com/DepedBataan

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