



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

JUN 18 2025

**DIVISION MEMORANDUM**

No. 250 s. 2025

**REMINDER ON THE SUBMISSION OF SEMI - ANNUAL REPORT ON  
PHYSICAL COUNT OF INVENTORIES (RPCI) AND SEMI - ANNUAL REPORT  
ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE)  
FY 2025**

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 **Semi - Annual Report on Physical Count of Inventories (RPCI) And Semi - Annual Report on Physical Count of Property, Plant and Equipment (RPCPPE) FY 2025 on June 30, 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 format through the link:



<https://tinyurl.com/SDOBTNSemiAnnual2025>

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

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

AD4  
June 17, 2025



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