



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

DIVISION MEMORANDUM

December 26, 2025

NO. 572, s. 2025

SUBMISSION OF THE CY 2025 ANNUAL REPORT ON PHYSICAL COUNT OF INVENTORIES (RPCI), ANNUAL REPORT ON PHYSICAL COUNT OF SEMI-EXPENDABLE PROPERTIES (HIGH AND LOW VALUE), AND ANNUAL REPORT ON PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE)

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. In line with existing accounting, auditing, and property management rules and regulations, all public elementary and secondary schools are hereby directed to prepare and submit their CY 2025 Annual Report on Physical Count of Inventories (RPCI), Annual Report on Physical Count of Semi-Expendable Properties (High and Low Value), and Annual Report on Physical Count of Property, Plant and Equipment (RPCPPE).
2. All schools shall submit their complete and accurate inventory reports to their respective District Property Custodians for consolidation. The District Property Custodians shall be responsible for reviewing, validating, and consolidating all reports submitted by the schools under their jurisdiction.
3. The consolidated district inventory report shall be submitted to this Office in two (2) hard copies on or before January 20, 2026, at the Division Supply Unit, Schools Division Office of Bataan, Kabukiran St., Brgy. Calaylayan, Abucay, Bataan. In addition, the same consolidated report shall be uploaded in soft copy (MS Excel and PDF formats) through the link provided by this Office within the same deadline: <https://tinyurl.com/2025AnnualInventory>.
4. School Heads and District Property Custodians are reminded to ensure that:
 - All inventory data are accurate, updated, and duly certified;
 - Reports are properly signed by the concerned accountable officers; and
 - Submission is strictly within the prescribed timeline to avoid delays in division-level consolidation and reporting.



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5. Immediate dissemination of and strict compliance with this Memorandum is enjoined.


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

December 23, 2025