



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

JUN 08 2026

DIVISION MEMORANDUM

No. 259 s. 2026

REMINDER ON THE SUBMISSION OF THE SEMI - ANNUAL REPORT ON THE PHYSICAL COUNT OF INVENTORIES (RPCI) AND THE SEMI - ANNUAL REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT, AND EQUIPMENT (RPCPPE) FOR FY 2026

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

1. This Office reminds all concerned Public Elementary and Secondary School Heads, District Property Custodians, and School Property Custodians to submit two (2) hard copies of their consolidated Semi-Annual Report on the Physical Count of Inventories (RPCI) and Semi-Annual Report on the Physical Count of Property, Plant and Equipment (RPCPPE) for FY 2026 on or before June 18, 2026, to the Division Supply Unit, Schools Division Office of Bataan, located at Kabukiran Street, Brgy. Calaylayan, Abucay, Bataan.
2. The District and School Property Custodians shall likewise submit soft copies in MS Excel and PDF formats through the following link:



<https://tinyurl.com/SDOBTSemiAnnual2026>

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


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

Encl: as stated
To be included in the Perpetual Index
Under the following subjects:

Report on Physical Count of Inventories (RPCI)
Report on Physical Count of Property, Plant and Equipment (RPCPPE)

AD4
June 4, 2026



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