Deped-Division of Catanduanes
RECORDS SECTION
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BY: No. 1396
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BICOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

DIVISION MEMORANDUM

No. 1396, s.2026

TO : Public Schools District Supervisors
Elementary and Secondary School Heads
Administrative Officers II/Designated School Property Custodians
All Others Concerned

FROM: By Authority of the OIC-SDS:

EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge

SUBJECT: **SUBMISSION OF ANNUAL INVENTORY REPORTS**

DATE : November 24, 2026

1. To strengthen internal control over the handling of SDO Catanduanes schools' existing properties and equipment and in preparation of year-end financial reports for submission to the Commission on Audit, all schools are hereby directed to conduct their year-end inventory and prepare the required 3 sets of report supported with pictures using an **A4 SIZE BOND PAPER,** to wit:

Particulars	Forms to use	Remarks
School Buildings ICT (DCP as package), TVL, SME & other equipment, per fund & type	Report on the Physical Count of Property, Plant & Equipment (RPCPPE) – *Appendix 73*	High valued items – PhP50,000 & Above. - CO/RO/SDO/SEF procured including private donations
ICT, TVL, SME, Office, Communication, Sports & other equipment, Furniture & Fixture, per fund & type	Report on the Physical Count of Semi-Expendable Property (RPCSEP) – *Annex A.8*	Items with Below PhP50,000. -value CO/RO/SDO/SEF procured including private donations
Office/school, medical, dental supplies	Report on the Physical Count of Inventories (RPCI) – *Appendix 66*	All unissued school supplies
ICT, TVL, SME, Office, Communication, Sports & other equipment, Furniture & Fixture, per fund & type	Inventory & Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP) – *Annex A.10*	All non-functional school properties

2. All Schools with submitted 2025 IIRUSP both in hard and softcopies will be excluded in the 2026 reports preparation.

3. The updated inventory shall be submitted both in electronic and hard copy. Deadline of submission shall be on **January 7, 2027**, Thursday.

a. For Non-Implementing Units - Secondary and Elementary Schools - they are to submit hard copies in 3 sets at SDO Supply unit:
   - 1 set as school file/receiving copy;
   - 1 set as SDO Supply unit file;
   - 1 set as COA file

b. For Implementing Units - Secondary Schools, hard copies shall be submitted directly to the Commission on Audit (COA).

Electronic copies of the reports (in Excel or Word format only) must be uploaded through this google form link: **https://tinyurl.com/2026-InventorySubmission**

4. Copies of the official templates, along with the Master List of School Property Custodians for updating, can be accessed and downloaded online through **https://tinyurl.com/GAM-FORMS-2026** (open the ***Annual Inventory Forms*** folder).

5. Validation of submitted reports shall be conducted on February 01, 2027 by the SDO Inventory & Disposal Committee before we can proceed with the disposal activity

6. For inquiries and clarifications, please contact Cristina T. Barrameda, AO IV SDO Supply Unit at 09295284773 or 09079205172.

7. For information and compliance.