
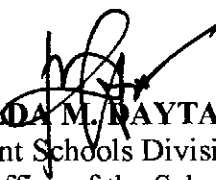
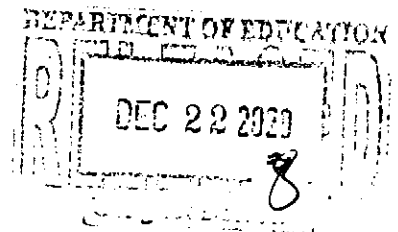
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422- 7501	
DIVISION MEMORANDUM No. 288 s. 2020		

TO: All Public Schools District Supervisors
 Elementary and Secondary School Heads
 Supply Officers of IU's
 Designated Supply Officer / School Property Custodian

FROM: 
BENILDA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC- Office of the Schools Division Superintendent



SUBJECT: SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE) AND REPORT ON THE PHYSICAL COUNT OF INVENTORIES (RPCI)

DATE: December 21, 2020

1. Pursuant to the provisions of Article III, Section 511 of the National Accounting and Auditing Manual and Volume I, Section 490 of the General Accounting and Auditing Manual, all concerned are hereby directed to submit the **Report on Physical Count of Property, Plant and Equipment (RPCPPE)** and the **Report on Physical counts of Inventories** as of **December 31, 2020**.
2. **Elementary School Property Custodians and Designated Supply Officers of Non-IU's Secondary Schools** shall submit to their respective District Property Custodian for district consolidation for submission to the Division Office, while the **IU's Secondary Schools Supply Officers** shall submit directly to the Division Supply Officer.
3. The templates and instructions of the said reports may be accessed through this link: bit.ly/2020-SDOBenguet_Inventory.
4. All reports must be submitted in both hard (in 3 copies using A4 size bond paper and folder) and soft copy in Excel format via email at supply.sdobenguet@gmail.com or at florabel.balanon@deped.gov.ph. Deadline of submission on or before **January 11, 2021**.
5. Immediate dissemination of and strict compliance with this memorandum is directed.