

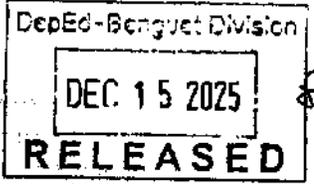


Republic of the Philippines
Department of Education
Schools Division of Benguet

December 15, 2025

DIVISION MEMORANDUM

No. 605-15-2025



TO : All Public Schools District Supervisors
Elementary and Secondary School Heads
School Inventory Committee Members

**SUBJECT: CONDUCT OF PHYSICAL INVENTORY AND SUBMISSION OF
REGISTRY OF SEMI-EXPANDABLE PROPERTIES (REGSPI) AND
REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND
EQUIPMENT (RPCPPE)**

1. In preparation for the submission of the Registry of Semi-Expendable Properties Issued (RegSPI) and Report on the Physical Count of Property, Plant and Equipment on or before January 12, 2026, a physical count of all government properties shall be conducted in the division. The inventory committee members in the division office and schools will temporarily be relieved of all their regular duties in order to meet the required report before its due date. Kindly attach your schools' Physical Inventory Plan (PIP).
2. A Compensatory Overtime Credit (COC) shall be granted to those who will work on Saturdays or Holidays.
3. Immediate dissemination of this memorandum is desired.

Digitally signed by
ESTELA P. LEON-CARINO
EdD, CESO III
Date: 2025.12.15
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ESTELA P. LEON-CARINO CESO III
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