



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

May 18, 2026

SCHOOLS DIVISION MEMORANDUM

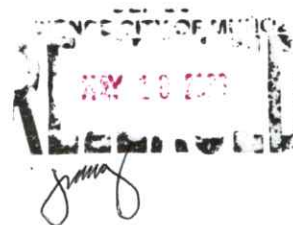
No. 167, s. 2026

SUBMISSION OF REPORT ON PHYSICAL COUNT OF INVENTORIES (RPCI)

To: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
School Property Custodians
Administrative Officer II
All Others Concerned

1. In relation to Commission on Audit (COA) Circular No. 2022-004 dated May 31, 2022 re: *Guidelines on the Implementation of Section 23 of the General Provisions of Republic Act (RA) No. 11639* also known as General Appropriations Act (GAA) for Fiscal Year (FY) 2022, all Public Elementary and Secondary Schoolheads in cooperation with all the School Property Custodians and Administrative Officer II are hereby instructed to submit Report on Physical Count of Inventories (RPCI) on or before June 25, 2026 thru the SDO Records Section for consolidation.
2. The said reports will be submitted to the Commission of Audit (COA) for compliance to the annual auditing procedures.
3. Immediate and wide dissemination of this Memorandum is highly desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent



WSV/submission of rpci
001/May18,2026



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

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