



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

August 18, 2026

SCHOOLS DIVISION MEMORANDUM

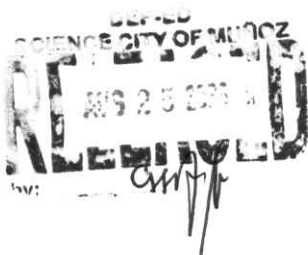
No. 282,

s. 2026

**SUBMISSION AND VALIDATION/INVENTORY OF REPORT ON PHYSICAL
COUNT OF INVENTORIES (RPCI), REPORT ON PHYSICAL COUNT OF SEMI-
EXPENDABLE PROPERTY (RPCSP) AND REPORT ON PHYSICAL COUNT OF
PROPERTY, PLANT AND EQUIPMENT (RPCPPE)**

To: Assistant Schools Division Superintendent
Public Elementary and Secondary Schoolheads
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 Schools heads are instructed to submit Report on Physical Count of Inventories (RPCI), Report on Physical Count of Semi-Expendable Property (RPCSP) and (Report on Physical Count of Property, Plant and Equipment (RPCPPE) on or before September 15, 2026 thru the SDO Records Section.
2. The said reports will be validated by the Schools Division Inventory Committee and Representative from Commission of Audit (COA).
3. Attached is the schedule of inventory/validation of reports.
4. Immediate and wide dissemination of this Memorandum is highly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: COA Circular No. 2022-004

To be indicated in the Perpetual Index

Under the following subjects:

PHYSICAL COUNT OF INVENTORY
PROPERTY, PLANT AND EQUIPMENT

WSV/ submission/ validation of RPCI, RPCSP, RPCPPE
02/ August 18, 2026



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. ____, s. 2026

SCHEDULE OF INVENTORY/VALIDATION

DATE		NAME OF SCHOOLS
September 17, 2026 Thursday	AM	MUNOZ CENTRAL SCHOOL
	PM	BANTUG ES
		MALIGAYA IS
September 24, 2026 Thursday	AM	BAGONG SIKAT ES
	PM	DEPED-CLSU ES
		VILLA CUIZON ES
September 30, 2026 Wednesday	AM	FRANZA ES
		BICAL ES
	PM	GOV. EDUARDO L. JOSON MEMORIAL SCHOOL
October 8, 2026 Thursday		MUNOZ NORTH CS
	AM	MAPANGPANG ES
		SAN FELIPE ES
October 14, 2026 Wednesday	PM	RIZAL ES
		SAN ANDRES ES
	AM	MANGANDINGAY ES
October 22, 2026 Thursday	PM	LINGLINGAY ES
		VILLA ISLA ES
	AM	LICAONG ES
October 29, 2026 Thursday	PM	MAGTANGGOL IS
		CABISUCULAN ES
		MUNOZ NATIONAL HIGH SCHOOL-ANNEX
November 5, 2026 Thursday	AM	INDAY MELENCIO NHS
		PALUSAPIS ES
	PM	MATINGKIS PS
November 12, 2026 Thursday		CATALANACAN ES
	AM	MUNOZ NATIONAL HIGH SCHOOL-MAIN JHS
	PM	SCIENCE CITY OF MUNOZ SENIOR HIGH SCHOOL
November 19, 2026 Thursday	AM	MARAGOL IS
	PM	VILLA NATI ES
		SAPANG CAUAYAN ES
November 26, 2026 Thursday	AM	SAN ANTONIO IS
	PM	NAGLABRAHAN ES
		CURVA IS
December 2, 2026 Wednesday	AM	RANG-AYAN ES
		VILLA SANTOS ES
	PM	GABALDON IS
December 3, 2026 Thursday	AM	PANDALLA ES
		CALISITAN ES
	PM	RICARDO VIOLA ADRIANO ES
		CALABALABAAN ES

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