



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

January 7, 2026

DIVISION MEMORANDUM

No. 004, s. 2026

**SUBMISSION OF UPDATED REPORT OF PHYSICAL COUNT OF PROPERTY, PLANT
AND EQUIPMENT (RPCPPE), REPORT OF DISPOSAL OF PROPERTIES,
INVENTORY AND INSPECTION OF UNSERVICEABLE PROPERTY,
AND REPORT OF PHYSICAL COUNT OF
SEMI-EXPENDABLE PROPERTY**

To: Assistant Schools Division Superintendent
Chief, School Governance Operations Division
Public Schools District Supervisor
District Administrative Officer
School Heads
All others concerned.

1. Pursuant to COA Circular No. 2020-006 dated January 31, 2020, mandates the cleansing of Property Plant and Equipment (PPE) accounts of government agencies to establish PPE balances that are verifiable as to existence, condition, and accountability.
2. Therefore, Administrative Officers of all districts concerned are directed to submit the following consolidated reports from their respective schools to the Division Office through the Division Supply and Property Unit the following reports **on or before January 23, 2026**. Advance soft copy to mariagloria_logarta@deped.gov.ph and romeo_mijares@deped.gov.ph and hard copies shall be received through records Office.
 - a. Report of Physical Count of Property, Plant And Equipment (RPCPPE),
 - b. Report of Disposal of Properties by School
 - c. Inventory and Inspection of Unserviceable Property, and
 - d. Report of Physical Count Of Semi-Expendable Property
3. Immediate dissemination of this Memorandum is desired.


GAUDENCIO C. ALJIBE, JR. CESO V
Schools Division Superintendent 