



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 03, s. 2023

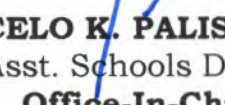
4 JAN 2023

**SUBMISSION OF 2022 REPORT ON PHYSICAL COUNT OF PROPERTY,
PLANT AND EQUIPMENT (RCPPE)**

To : Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors / Districts-In-Charge
District / School Property Custodians for Elementary
District / School Property Custodians for Secondary
All Other Concerned

1. This Office hereby reminds the field of the deadline for the submission of the 2022 Report on Physical Count of Property, Plant and Equipment (Appendix 73 and Appendix 66) which is on **January 16, 2023** (for the soft copy) and on **January 20, 2023** (for the hard copy). Soft copies must be emailed to negrosoriental.supply@gmail.com. File attachment must follow this format for the file name <district>_<ELEM/SECONDARY>_RCPPE2022.
2. Each district must submit two (2) consolidated reports, one (1) for Elementary and one (1) for Secondary.
3. Properties procured through the School MOOE Funds as well as Donated Properties either from PTA or other sources must be included in the report.
4. Immediate dissemination of and compliance to this Memorandum is desired.

By the Authority of the Schools Division Superintendent


MARCELO K. PALISPIS, EdD, JD
OIC-Office of the Asst. Schools Division Superintendent
Office-In-Charge