



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. 903, s. 2023

22 DEC 2023

**SUBMISSION OF 2023 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
Administrative Officers II
Administrative Assistant II designated as Property Custodians

1. This Office hereby reminds the field of the deadline for the submission of the Consolidated 2023 Report on Physical Count of Property, Plant and Equipment (Appendix 73 and Appendix 66), which is on **January 4, 2024** (for the soft copy) and on **January 15, 2024** (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>_RCPPE2023.
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. Please direct all inquiries to the Supply Office, Division of Negros Oriental.
5. For immediate dissemination and strict compliance.


NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent

12/21/23

SPP/JMA-MKP-NLR/AO/LBY/rubj
December 21, 2023



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