



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 13, 2023

DIVISION MEMORANDUM

No. 014, s. 2023

**SUBMISSION OF UPDATED INVENTORY REPORT AS OF DECEMBER 31, 2022
(NEW CAPITALIZATION THRESHOLD PER COA CIRCULAR 2022-004)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Property Custodians
This Division

1. Relative to the issuance of COA Circular 2022-004 "*Guidelines on the Implementation of Section 23 of the General Provisions of Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 relative to the increase in the capitalization threshold from P15,000.00 to P50,000.00*" (Annex B) and to update the Division's records on latest inventory of all properties in schools, School Heads and School Property Custodians shall conduct school-based physical inventory taking and prepare the following reports:

Report on the Physical Count of Property, Plant and Equipment (RPCPPE)
– for items with unit price 50,000.00 and above

Report on the Physical Count of Inventories (RPCI)
– for items with unit price below 50,000.00

2. This inventory shall include properties purchased as of December 31, 2022.

3. Duly accomplished reports shall be submitted on or before January 18, 2023, and the excel file report shall be emailed to victorio.marigomen@deped.gov.ph and junmarigomen2019@gmail.com.

4. Immediate dissemination of this Memorandum is desired.

JEAN G. VELOSO
Schools Division Superintendent



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