



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA DEL NORTE
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DIVISION MEMORANDUM

No. 501 s. 2021

2021/7
11-14-21 7:10
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TO : **Elementary and Secondary School Heads**
Administrative Officers II
All Others Concerned

FROM : 
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

SUBJECT : **ENCODING AND SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT AS OF OCTOBER 31, 2021**

DATE : **November 15, 2021**

- 1) Relative to the submission of Year-End Physical Inventory Report, **all Administrative Officers II** in the field are directed to encode and submit the **Report of Physical Count of Property, Plant and Equipment (RPCPPE)** for **Land, School Building, and Office Equipment** (15,000 and above) as of October 31, 2021.
- 2) Use the link below for encoding the inventory of the designated type of PPE in which a template has already been provided for each school per district and per level.
 - Elementary**
 - i. SCHOOL BUILDING - <https://bit.ly/3c7p8QO>
 - ii. LAND – <https://bit.ly/30nAcam>
 - iii. OFFICE EQUIPMENT - <https://bit.ly/30fBXGF>
 - Secondary**
 - i. SCHOOL BUILDING - <https://bit.ly/3wC82nL>
 - ii. LAND – <https://bit.ly/3C69tvH>
 - iii. OFFICE EQUIPMENT – <https://bit.ly/30reXEt>
- 3) All Administrative Officers in the field are directed to print the RPCPPE for Land, School Building, and Office Equipment of their respective schools upon completion of the data encoded in the given links and submit the duly accomplished report **on or before November 26, 2021**, to the **Division Property and Supply Office**.
- 4) For information, guidance, and strict compliance.