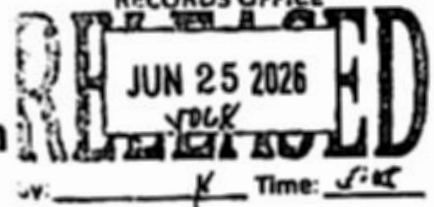




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
RECORDS OFFICE



Office of the Schools Division  
Superintendent

June 25, 2026

**DIVISION MEMORANDUM**

No.: 362, s. 2026

**CONDUCT OF PHYSICAL COUNT OF INVENTORIES AND SUBMISSION OF THE  
CORRESPONDING REPORT ON THE PHYSICAL COUNT OF INVENTORIES (RPCI)  
AS OF JUNE 30, 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary School Heads  
Public Secondary School Heads (Non-IUs)  
Elementary and Secondary School Property Custodians (Non-IUs)  
All Others Concerned

1. Pursuant to the provisions of the Government Accounting Manual (GAM) for National Government Agencies and in support of the accurate preparation of financial reports and maintenance of reliable inventory records, property and supply unit and schools under this Division are hereby directed to conduct the Physical Count of Inventories as of June 30, 2026 and submit the corresponding Report on the Physical Count of Inventories (RPCI).
2. The conduct of the physical inventory count aims to verify the existence, condition, and completeness of inventories; ensure the accuracy of inventory records; establish accountability over government resources; and facilitate the preparation of accurate financial reports.
3. The physical count shall cover all inventories maintained by the Schools Division Office Proper and all public elementary and secondary schools, including but not limited to:



Address: Burgos St., Poblacion Oeste, Dagupan City  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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Office Supplies Inventory;  
Information and Communications Technology (ICT) Supplies;  
Janitorial and Other Supplies; and  
Other inventories recorded in the books and property records.

4. The actual physical inventory count shall be conducted on June 30 - July 1 by the members of the Division Inventory Committee assigned to the following schools/offices:

<b><u>Name</u></b>	<b><u>Assigned Schools/Office</u></b>
1. Crisonia P. Uson-Galivo Administrative Assistant III	- Division Proper
2. John Paul G. Saplan Administrative Assistant III	- Division Proper
3. Henry L. Refuerzo Administrative Aide VI	- Division Proper
4. Jorelyn G. Domagas Administrative Assistant III	- Caranglaan ES Tambac ES Tebeng ES Mangin-Tebeng ES
5. Lavenia F. Torio Administrative Assistant II	- Malued ES West Central ES II
6. Nick Bryan M. Jose Administrative Assistant II	- Juan P. Guadiz ES Carael ES Calmay ES T. Ayson Rosario ES
7. Rhea N. Parayno Administrative Assistant II	- Bolosan ES Mamalingling ES Salisay ES Victoria Q. Zarate ES



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- |  |   |   |
|--|---|---|
| 8. John Harold Custodio<br>Administrative Assistant II         | - | Bonuan Boquig ES<br>BLISS ES<br>Leon-Francisco Maramba ES                     |
| 9. Ryan C. Sapiera<br>Administrative Assistant III             | - | Pantal ES<br>Salapingao ES<br>Lombay ES<br>Suit ES                            |
| 10. Nichole John D. Corpuz<br>Administrative Assistant III     | - | Sabangan ES<br>North Central ES<br>Gen. Gregorio del Pilar ES                 |
| 11. Allyssa B. Rivera<br>Administrative Assistant III          | - | West Central ES I<br>Lucao ES<br>Juan L. Siapno ES                            |
| 12. Joan A. Maramba<br>Administrative Assistant II             | - | Bacayao Sur ES<br>Pascuala G. Villamil ES<br>Lasip Grande ES<br>Pogo-Lasip ES |
| 13. John Adams Bravo<br>Administrative Assistant III           | - | East Central IS   |
| 14. Rossini Angelie C. Sapiera<br>Administrative Assistant III | - | Carael NHS  |
| 15. Glenda T. Cencze<br>Administrative Assistant III           | - | Federico N. Ceralde IS  |
| 16. Mark Kenneth Soriano<br>Administrative Assistant II        | - | Salapingao NHS  |
| 17. Marife Navarro<br>Administrative Assistant II              | - | Pugaro IS - Elem. & JHS   |
| 18. Giselle De Vera<br>Administrative Assistant II             | - | Pugaro IS - SHS   |

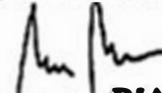


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5. The Inventory Committee Member in coordination with the School Property Custodian/ Supply Officer shall:
  - a. Conduct an actual physical count of inventories on hand as of June 30, 2026;
  - b. Verify quantities, descriptions, and condition of inventory items;
  - c. Identify shortages, overages, damaged, obsolete, expired, and unserviceable items;
  - d. Reconcile inventory records with the physical count results; and
  - e. Prepare the corresponding RPCI using the prescribed forms.
  
6. All schools shall submit the duly accomplished and signed Report on the Physical Count of Inventories (RPCI) to the Property and Supply Unit on or before July 15, 2026, for consolidation and preparation of the Division-wide report.
  
7. The reports shall include, as applicable:  
RPCI – Office Supplies Inventory;  
RPCI – Other Supplies and Materials; and  
Other inventory reports as may be required.
  
8. Immediate dissemination of this Memorandum is desired.

  
**MARCIANO U. SCRIBANO JR. PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent