



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

1 APR 21 2025

MEMORANDUM

No. 187, s. 2025.

**IMMEDIATE COMPLIANCE: 2024 INVENTORY REPORTS AND COMPLETION OF
ONE-TIME CLEANSING OF PROPERTY, PLANT, AND EQUIPMENT (PPE)**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operations Division
Public Elementary and Secondary School Principals/OICs
Inventory Committee
Accountant/Supply Officer/Finance Officers
School Property Custodians/ Administrative Officer II
All Others Concerned

1. Pursuant to Memorandum No. 028, s. 2025, entitled "CY 2024 Physical Checking and Inventory of School Properties and Continuation of One-Time Cleansing of Property, Plant, and Equipment (PPEs)," this Office hereby reiterates the directive for the immediate submission of the required inventory reports and the completion of the physical cleansing and validation of all Property, Plant, and Equipment (PPE) under the accountability of all concerned schools.
2. The following schools have failed to submit their complete inventory reports despite the conduct of physical inventory on their scheduled dates. Moreover, several formal follow-ups have been made by the Division Inventory Team after the said activity; however, no reports have been received to date. This persistent non-submission has caused undue delays in the consolidation, finalization, and reporting of the Division's CY 2024 PPE Cleansing and Inventory, in compliance with the rules and regulations of the Commission on Audit (COA) and the Department of Education (DepEd).

For Immediate Compliance:

- Bayanan Elementary School - Main
- Itaas Elementary School
- Lakeview Integrated School
- Muntinlupa Business High School – Annex
- Muntinlupa Science High School
- Poblacion National High School
- Tunasan National High School

NUM-2025-187



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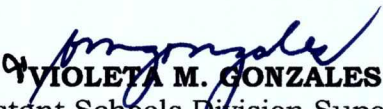
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3. Submit without further delay the following required reports:
 - Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)
 - Report on the Physical Count of Semi-Expendable Property (RPCSP)
 - Report of Semi-Expendable Property Issued (RSPI)
4. Strictly observe the capitalization thresholds provided under COA Circular No. 2022-004, to wit:
 - Items with an acquisition cost of more than ₱50,000.00 shall be classified and reported under Property, Plant, and Equipment (PPE) accounts.
 - Items with an acquisition cost ranging from ₱15,000.00 to ₱50,000.00 shall be classified as Semi-Expendable Property.
5. In addition, the following schools are hereby directed to submit a revised and updated inventory report in accordance with the correct capitalization thresholds as provided under COA Circular No. 2022-004:
 - Lakeview Integrated School
 - Putatan Elementary School
 - Sucat Elementary School – Main
 - Tunasan Elementary School
 - Pedro E. Diaz High School
6. Ensure that all reports shall be uploaded on or before APRIL 25, 2025 to the designated links below:

Summary Upload: <https://tinyurl.com/CY2024InventorySummaryAnnual>
Soft Copy Upload: <https://tinyurl.com/CY2024InventoryUpload>
7. In the event of non-compliance with this final directive, concerned schools and offices are respectfully requested to submit a formal written explanation addressed to the Office of the Schools Division Superintendent, detailing the reasons for the delay and the immediate actions being taken to ensure full compliance.


VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent
OIC- Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index:

Under the following subjects:

INVENTORY

POLICY

RULES AND REGULATIONS

REPORTS

JIL/: 2024 INVENTORY REPORTS AND COMPLETION

187/April 21, 2025

INVENTORY SCHOOL MONITORING SHEET		HARD COPY			SOFT COPY		
School Category	SCHOOL	RPCPPE	RPCSP	RPSI	RPCPPE	RPCSP	RPSI
ELEMENTARY	Alabang Elementary School	Yes	No	No	Yes	Yes	Yes
ELEMENTARY	Bagong Silang Elementary School	Yes	Yes	Yes	Yes	Yes	Yes
ELEMENTARY	Bayanan Elementary School	No	No	No	No	No	No
ELEMENTARY	Bayanan Elementary School- Unit 1	Yes	Yes	No	Yes	Yes	No
ELEMENTARY	Buli Elementary School	Yes	Yes	Yes	Yes	Yes	No
ELEMENTARY	Cupang Elementary School- Annex	Yes	Yes	No	Yes	Yes	Yes
ELEMENTARY	Cupang Elementary School- Main	Yes	No	No	Yes	No	No
ELEMENTARY	F. De Mesa Elementary School	Yes	No	No	Yes	Yes	Yes
ELEMENTARY	Filinvest Alabang Elementary School	Yes	Yes	No	Yes	Yes	Yes
ELEMENTARY	Itaas Elementary School	No	No	No	No	No	No
ELEMENTARY	Lakeview Elementary School	No	No	No	Yes	Yes	No
ELEMENTARY	Muntinlupa Elementary School	Yes	No	No	Yes	No	No
ELEMENTARY	Poblacion Elementary School	Yes	No	No	Yes	No	No
ELEMENTARY	Putatan Elementary School	Yes	No	No	Yes	No	No
ELEMENTARY	Soldiers hills Elementary School	Yes	Yes	Yes	Yes	Yes	Yes
ELEMENTARY	Sucat Elementary School- Main	Yes	Yes	No	Yes	Yes	No
ELEMENTARY	Sucat Elementary School- Zone 3	Yes	No	No	Yes	No	No
ELEMENTARY	Sucat Elementary School- Zone 4	Yes	No	No	Yes	No	No
ELEMENTARY	Tunasan Elementary School	Yes	Yes	No	Yes	Yes	No
ELEMENTARY	Victoria Homes Elementary School	Yes	Yes	No	Yes	Yes	Yes
SECONDARY (JHS)	Lakeview Integrated School	No	No	No	Yes	Yes	No
SECONDARY (JHS)	Muntinlupa Business High School- Annex	No	No	No	Yes	Yes	No
SECONDARY (JHS)	Muntinlupa Business High School- Main	Yes	Yes	No	No	No	No
SECONDARY (JHS)	Muntinlupa National High School- Main	Yes	Yes	No	No	No	No
SECONDARY (JHS)	Muntinlupa Science High School	No	No	No	No	No	No
SECONDARY (JHS)	Pedro E. Diaz High School	Yes	No	No	Yes	No	No
SECONDARY (JHS)	Poblacion National High School	No	No	No	Yes	Yes	No
SECONDARY (JHS)	Tunasan National High School	No	No	No	Yes	Yes	No
SECONDARY (SHS)	Cupang Senior High School	Yes	Yes	Yes	Yes	Yes	Yes
SECONDARY (SHS)	Lakeview Integrated School				Yes	Yes	No
SECONDARY (SHS)	Muntinlupa National HS-SHS	No	Yes	Yes	No	Yes	Yes
SECONDARY (SHS)	Muntinlupa Science High School	No	Yes	Yes	No	No	No
SECONDARY (SHS)	Sucat Senior High School	Yes	Yes	No	Yes	Yes	No
SECONDARY (SHS)	Tunasan National High School	No	No	No	No	No	No