



Republic of the Philippines  
**Department of Education**  
 REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO: _____	TIME: <b>12:56 PM</b>
BY: _____	DATE: <b>01 APR 2026</b>
<b>RELEASED</b>	

**Office of the Schools Division  
 Superintendent**

March 31, 2026

**OFFICE MEMORANDUM**

No. 072, s. 2026

**TO: Ms. RHEEZA I. NASSAIE, MPA**  
 Administrative Officer IV, Supply Property

**SUBJECT: STRICT COMPLIANCE OF THE REPORTING, UPDATING, AND  
 SUBMISSION OF SUPPLY REPORTS**

1. In compliance with the recommendation of the Audit Observation Memorandum of FY 2026, you hereby directed to improve your performance and ensure timely compliance in updating the following:

	<b>Timeline</b>	<b>Person Responsible</b>
a. RSMI (Report of Supply & Materials Issued)	End of the Month	Rini/Francis COS
* Physical Count Inventory	Sime Annual	
* RIS (Requisite & Issue Slip)	Immediately Upon Delivery	Mirasol/Tiblani COS
b. RSPI (Report of Semi-Expandable Property Issued)	End of the Month	Rini/Francis COS
* ICS (Inventory Custodian Slip)	Immediately Upon Delivery	Mirasol /Tiblani COS
* Report of Semi-Expandable Property	Sime Annual (June & December)	Supply Staff
c. PPE (Inventory Report)	Annual	Rini/Francis COS
* PAR Property Acknowledgement Receipt	Upon Delivery of PPE	Mirasol/Tiblani COS
d. IAR (Inspection & Acceptance Report)	Upon Delivery	Mirasol/Tiblani COS
e. SC (Stock Card)	Upon Issuance of Supplies	Rini /COS
* SPC (Supply Property Card)		
f. Disposal Report	Monthly	Rini/Francis COS
g. Report of Donated Properties	Monthly	Rini /COS
h. RPCPPE (Report of Property Count PPE)		
* PPE Inventory Report	Annual	Rini/Francis COS
* PAR (Property Acknowledgement Receipt)	Upon Delivery	Mirasol /Tiblani



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2. The Supply Officer is directed to supervise the completion of the reports vis-à-vis timeline submission as required.
3. **FOR STRICT COMPLIANCE.**

VIRGILIO P. BATAN JR., CESO V  
Schools Division Superintendent

ZS-OM-OSDS-ADMIN-2026  
GRJ20260331



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