

QUARTERLY REPORT ON THE PHYSICAL COUNT OF SEMI EXPENDABLE EQUIPMENT (RPCSEE)

National Service/Regional Office

As of _____
Date

FUND CLUSTER: _____

SOURCE: (ORGANIC/MOOE/DONATION/LOANED)

For which (Name of Accountable Officer), (Official Designation), (Entity Name) is accountable, having assumed such accountability on (Date of Assumption).

ARTICLE	DESCRIPTION	YEAR OF ACQUISITION	SERIAL NUMBER	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	QTY PER PROPERTY CARD	QTY PER PHYSICAL COUNT	SHORTAGE/OVERAGE		STATUS (Svc/ Unsvc- for repair)	REMARKS/ WHEREABOUTS
									QTY	VALUE		
1040502000 (OFFICE EQUIPMENT)												
1040701000 (FURNITURE AND FIXTURE)												
1040503000 (IT EQUIPMENT AND SOFTWARE)												
1040507000 (COMMUNICATION EQUIPMENT)												
1040511000 (MEDICAL, DENTAL AND LABORATORY EQUIPMENT)												
1040513000 (SPORTS EQUIPMENT)												
1040510000 (MILITARY AND POLICE EQUIPMENT (MPE))												
1040599000 (OTHER MACHINERIES AND EQUIPMENT)												
1040702000 (LIBRARY BOOKS)												
1040601000 (MOTOR VEHICLES)												
1069899000 (OTHER PROPERTY. PLANT AND EQUIPMENT)												

Prepared and Inventoried by:

Verified by:

Certified Correct by:

Supply Officers/Property Custodian

Chief, Admin Division

Service/Regional Director

Note:

Please use separate set of RPCPPE forms for the ff:

- Properties acquired through MOOE;
- Properties acquired through Donation;
- Properties acquired through Loaned; &
- Properties that are Unserviceable (Beyond Economical Repair (BER) and subject for Disposal)
- Submission shall be on the 2nd working day of the covered Quarter.

REPORT ON THE PHYSICAL COUNT OF SEMI EXPENDABLE EQUIPMENT (RPCSEE)

INSTRUCTIONS

- A. The **RPCSEE** is the form used to report on the physical count of Semi-Expendable Equipment by type such as machinery and equipment, communication equipment, furniture, fixtures and books, etc. with a value per item of Php 15,000.00 and below and which are owned by the agency. It shall be prepared quarterly by fund cluster.
- B. This form shall be accomplished as follows:
1. **Type of Semi-Expendable Equipment** – SEE account name such as Office Equipment, IT Equipment, Communication Equipment, Furniture&Fixture etc.
 2. **National Service/Regional Office** – Service or Office of the end-user*
 3. **As of** _____ – covering period of the report
 4. **Fund Cluster** – fund cluster name/code in accordance with UACS
 5. **Source** – fund source of the listed/acquired items
 6. **Name of Accountable Officer** – name of the accountable officer
 7. **Official Designation** – official designation of the accountable officer
 8. **Entity Name** – agency or office where the accountable officer is assigned
 9. **Date of Assumption** – first day of assumption of the duties and responsibilities as accountable officer
 10. **Article** – type of item or article (e.g., personal computer, printer, filing cabinet, etc.)
 11. **Description** – brief description of the article/item (e.g., Acer monitor for personal computer, Epson for printer, etc.)
 12. **Year of Acquisition** – Year of the items acquired*
 13. **Serial Number** – unique set of numbers for identification of an equipment/property*
 14. **Property Number** – assigned property number by the Supply and/or Property Division/Unit
 15. **Unit of Measure** – unit of measurement of the property, plant and equipment (e.g., piece, set, etc.)
 16. **Unit Value** – cost per quantity unit
 17. **Quantity-Per Property Card** – quantity of items or articles appearing in the PC
 18. **Quantity-Per Physical Count** – quantity of items or articles per physical count
 19. **Shortage/Overage** – excess of the quantity and total value of items or articles per PPELC over that of the physical count or vice versa
 20. **Status** - condition of a property if “serviceable” or “unserviceable-for repair”*
 21. **Remarks** – whereabouts, conditions and other relevant information relative to PPE
- C. The report shall be certified correct by the Inventory Committee Chair and Members, approved by the Head of Agency/Entity or his/her Authorized Representative, and verified by the COA Representative.
- D. This shall be prepared in four (4) copies distributed as follows:
- Original* – COA Auditor, through the Accounting Division/Unit
 - Copy 2* – Accounting Division/Unit
 - Copy 3* – Supply and/or Property Division/Unit
 - Copy 4* – Inventory Officer/Committee
- E. It shall be submitted to the Auditor concerned and Accounting Division/Unit not later than January 31 of each year.

Note:

Reference: *Government Accounting Manual (GAM) for National Government Agencies*
* inserted by LMS for easy identification