



2412-1202

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

Office of the Schools Division Superintendent

December 12, 2024

DIVISION MEMORANDUM
No. 444, s. 2024

**SUBMISSION OF 4th QUARTER REPORT OF SUPPLIES AND MATERIALS
ISSUED (RSMI) AND REPORT OF SEMI-EXPENDABLE PROPERTY
ISSUED (RSPI)**

To: Public Elementary and Secondary School Heads
All Others Concerned

1. Chapter 8, Section 16 of the Government Accounting Manual (GAM) Volume I illustrates the Procedures for the Requisition and Issue of Inventory Items.
2. Appendix 64 of GAM Volume II provides instructions on how to complete the RSMI form.
3. In view thereof, you are hereby requested to submit the Report of Supplies and Materials Issued (RSMI) and Report of Semi-Expendable Property Issued (RSPI) for the 4th Quarter not later than the closing hour of December 23, 2024, in preparation for the Financial Statements reporting.
4. For your strict compliance.



VILMA D. EDA, CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganity.com



Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM