



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

No. 157, s. 2022

To: OIC - Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
All Others Concerned

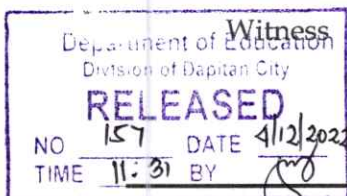
From: FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

Subject: RECONSTITUTION OF DIVISION INVENTORY COMMITTEE

Date: April 4, 2022

Pursuant to section 490 of the Government Accounting and Auditing Manual (GAAM) Volume I, and as stated in the DepEd Handbook on Property and Supply Management under Chapter IV of Custodianship Article III known as the Inventory-Taking, this office hereby reconstitutes the new composition of the Division Inventory Committee, to wit:

- Chairperson : ROSALIO B. CONTURNO, OIC-ASDS
- Vice Chairperson : GEORDITO T. OLARIO, AO V
- Members : JERRY M. PERONG, EPS I (Physical Facilities)
LAURIEL A. BALUCAN, ITO 1
PETER A. ALAVANZA, Librarian II
GLEN C. MOHAMETANO, Dentist II
NATHANIEL A. MENDIOLA, OIC-Supply Officer
MEDAR E. PADAÑO, ADAS III (Bookkeeper)
All Designated Property Custodians of Schools
- Secretariat : GERARD J. RUIZ
- Witness : Representative from COA



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Once the inventory has started, the Committee shall perform the following functions on a "Jury Duty" to avoid interruption of the activity:

- Conduct physical count on all Property, Plant and Equipment in accordance to the guidelines and procedures prescribed in COA Circular No. 2020-006 issued on January 31, 2020.
- Validate stock level/count of all stockpiled items.
- Establish accountability and responsibility over the properties and equipment.
- Determine the condition and functionality of properties and equipment.
- Prepare and submit the final inventory report together with the findings and recommendations to the Schools Division Superintendent.

Below is the frequency of inventory-taking activity:

Classification	Cut-off Date	Start of Inventory	Submission of Report
Supplies and Materials	June 30	1 st Working Day of July	On or before July 31 of the current year
	December 31	1 st Working Day of January	On or before January 31 of the succeeding year
Property, Plant and Equipment	December 31	1 st Week of May for Schools; 1 st Working Day of October for the Division Office	On or before January 31 of the succeeding year

Widest dissemination on the contents of this Memorandum is desired.

