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

Office of the Schools Division Superintendent

29 January 2024

MEMORANDUM

No. 59, s. 2024

RECONSTITUTION OF DIVISION INVENTORY COMMITTEE

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

1. 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 Division Inventory Committee due to inevitable personnel movement, to wit:

- Chairperson : AURELIO A. SANTISAS, OIC-ASDS
- Vice Chairperson : GEORDITO T. OLARIO, AO V
- Members : NUEVA A. ANDAG, EPS I (Physical Facilities)
LOURENCE N. REYES, ITO 1
PETER A. ALAVANZA, Librarian II
GLEN C. MOHAMETANO, Dentist II
JIDELLE G. GARCIA, Supply Officer
JONATHAN D. RELUYA, PDO
RICKY B. PINO, ADAS III (Bookkeeper)
All Designated Property Custodians of Schools
- Secretary : APRIL ROSE CASTOR, ADA VI
- Witness : Representative from COA

2. 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.

Department of Education
Division of Dapitan City
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Sunset Boulevard, Dawo, 7101 Dapitan City
(065) 917-5113
dapitancity@deped.gov.ph
www.depeddapitancity.net fb.com/DepEdDapitanCity





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- Reconcile Report on the Physical Count of Property, Plant and Equipment (RPCPPE) with the Accounting Office.
 - Prepare and submit the final inventory report together with the findings and recommendations to the Schools Division Superintendent.
3. For information, guidance, and strict compliance.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent

OSDS-ADMS-Memo-2024-010



📍 Sunset Boulevard, Dawo, 7101 Dapitan City

☎️ (065) 917-5113

✉️ dapitancity@deped.gov.ph

🌐 www.depeddapitancity.net

📘 fb.com/DepEdDapitanCity

