



Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division  
Superintendent

**23 JUNE 2022**

**DIVISION MEMORANDUM**  
No. **356**, s. 2022

**RECONSTITUTION OF DIVISION INVENTORY COMMITTEE**

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY & SECONDARY SCHOOL HEADS  
ADMINISTRATIVE OFFICERS II  
DISTRICT AND SCHOOL PROPERTY CUSTODIANS  
SCHOOL INVENTORY COMMITTEES  
DIVISION OFFICE PERSONNEL  
ALL OTHERS CONCERNED  
This Division

1. Pursuant to COA Circular 2020-006, Section 13 & 43 of Government Accounting Manual and Chapter III Part III of Deped Supply and Property Manual, the Division Inventory Committee is hereby reconstituted as follows:

Chairman: **ELEONOR P. CRUZ, MBA**  
Administrative Officer IV

Vice-Chairman: **ARLENE C. VALMORES, MBA**  
Administrative Officer III

Members:  
(Jasaan to Magsaysay Districts including Claveria)

**PETER JUNE R. CHAN**, ADAS III  
**CINDY KARL S. DELA PEÑA**, AO II  
**LOUCILE PACLAR**, Librarian II  
**FREDDIEJUN DELIG**, ITO I

Secretariat: **MARY KHONI Y. LAO**, AO II

Members:  
(Villanueva to Lugait District including MOGCHS)

**RENDOLPH G. DELA VICTORIA**, ADAS III  
**VICENTE Y. HALLASGO III**, ADA VI  
**KIM ERIC LUBGUBAN**, PDO II  
**ARNIL N. CARACHO**, ADAS III

Secretariat: **JULIETA M. BORLADO**, ADAS II





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2. The following are the roles and responsibilities of the Division Inventory Committee, to wit:
  - a.) Plan and strategize on how to conduct and complete physical inventory within the prescribed period and shall prepare physical inventory plan (PIP). It shall be submitted to COA.
  - b.) Responsible for the actual count to ascertain the existence, completeness and condition of all inventory items and PPEs.
  - c.) Prepare and submit the final inventory reports together with inventory findings and recommendations to Head of the Agency.
  - d.) Establish accountability and responsibility over PPEs.
  - e.) Adhere to the prescribed guidelines on Inventory Taking based on the stated COA Circular and DepED Property Manual.
  - f.) Perform other inventory-related duties and responsibilities.
3. The conduct of inventory taking is an indispensable procedure for checking the integrity of property custodianship. Thus, the Division Inventory Committee shall conduct physical count on the following schedule:

Asset	Inventory Report and Cut-off Date	Start of Inventory	Submission of Report to COA
Supplies and Materials	RPCI as at June 30 RPCI as at December 31	First Week of the next month	On or before July 31 of the current year
Semi-Expendable Properties	RPCSP as at December 31	Second Week of January	On or before January 31 of the succeeding year
Properties, Plant and Equipment (PPE)	RPCPPE as at December 31	First Week of January	On or before January 31 of the succeeding year

4. Travel or transportation expenses and other allowable expenses incurred by the committee in performing their tasks shall be charged against Division MOOE funds.
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5. Section 5.3 of COA Circular 2020-006 states that *“The members of the Inventory Committee shall be temporarily relieved of their regular duties to devote their full time in the conduct of the physical inventory taking until the is completed.”* Moreover, the said Committee shall religiously observe the approved Physical Inventory Plan (PIP).
6. For guidance and strict compliance.

  
**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

