



Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Division Memorandum No. 082
S. 2021

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
Education Program Supervisors, SEPS, Division Personnel
Public School Heads/Principals/OIC's
All Other Concerned

Subject : **DIVISION INVENTORY COMMITTEE**

From : The Schools Division Superintendent

Date : March 10, 2021

1. Pursuant to COA Circular Number 80-124 dated January 18, 1980 and in accordance with the provisions of Section 102 of the Government Auditing Code of the Philippines (P.D. 1445), this Division hereby constitute the Division Inventory Committee.
2. The following personnel are designated member of the Division Inventory Committee:

Chairman :	Dr. Arturo R. Viray	Chief, SGOD
Members :	Engr. Merjorie M. Corpuz	Physical Facilities
	Arlene R. Beniola	AO IV – Cash & Property
	Rosalie R. Sarmiento	Administrative Officer V
	Nelson R. Nacar	Accountant III
	Carlo B. Agustin	IT Officer
	Dr. Ronald B. Radoc	EPS – Learning Resources
	Freddie B. Peralta	AO IV - Personnel & Records
	Helen A. Guillermo	Budget Officer
	Bobby A. Garcia	Librarian
	Dr. Miguel G. Gellado Jr.	EPS – TLE
3. To assist the committee, the following are designated as support staff:

Karen R. Tobias
Henry Catabay
Jadine Rasing
Jestoni Amores
4. The Committee shall have the following functions:
 - a. To take charge in the physical inventory taking of the Division Office including Non-IU's;
 - b. To check proper identification and coding of the properties of non-IU's schools;
 - c. To check if the accountable officer who receives and is in actual possession or physical control of the property;
 - d. To check reports if they are properly reconciled with the accounting and the supply on the inventory records taken; and
 - e. To prepare reports on the results of the inventory taking and approved by the Schools Division Superintendent noted by the COA or its representative.


LORNA G. BUGAYONG, Ph. D., CESO V
Schools Division Superintendent