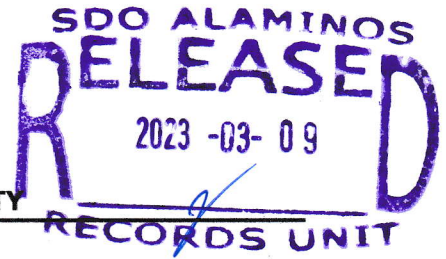




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Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-132

TO : Asst. Schools Division Superintendent
Chief Education Supervisor -Curriculum Implementation Division
Chief Education Supervisor -Schools Governance Operation Division
Education Program Supervisors, SEPS, Division Personnel
School Heads of Public Elementary and Secondary Schools
All Others Concerned

SUBJECT : **COMPOSITION OF DIVISION INVENTORY COMMITTEE**

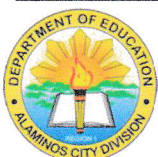
FROM : Schools Division Superintendent

DATE : March 8, 2023

1. Pursuant to COA Circular No. 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), please be informed on the Composition of the Division Inventory Committee:

DESIGNATION	NAME	POSITION
Chairperson	Rosalie R. Sarmiento	Administrative Officer V
Member	Dr. Edna C. Caserial	EPS – Learning Resources
Member	Engr. Merjorie B. Corpuz	Division Engineer
Member	Carlo B. Agustin	Information Technology Officer I
Member	Chimmy Anne Raoet-Sison	Accountant III
Member	Maria Fe R. dela Cruz	Administrative Officer IV (Property & Supply Unit)
Member For Non-Implementing Units (Elementary & Secondary Schools)	Cluster Property Custodian by Area / School Property Custodian	Administrative Officer II / ADAS

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
Telephone Number: (075) 205 - 0644
Website: depedalaminoscity.com
Email Address: alaminos.city@deped.gov.ph





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2. The committee shall have the following functions:
 - a. To take charge in the physical inventory taking of the Division Office including non-IUs;
 - b. To check proper identification and coding of the properties of non-IUs schools;
 - c. To check if the accountable officer 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.

3. To assist the committee, the following are designated as support staff:

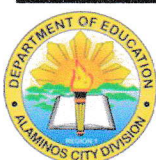
NAME	POSITION
Melita G. Soliman	Admin. Asst. III (Accounting Unit)
Nicanor L. Navarro II	Admin. Asst. III (Accounting Unit)
Karen R. Tobias	Admin. Asst. III (Property & Supply Unit)
Noime D. Rivales	Admin. Asst. III (Property & Supply Unit)

4. Physical Inventory of fixed assets shall be made at least once a year as of December 31 in accordance with the guidelines.

5. Non-Implementing Units are still hereby directed to establish/reconstitute their own School's Inventory Committee for proper monitoring of the school properties and to assist the Division Inventory Committee.

6. Inventory reports of Non-Implementing Units (Elementary and Secondary) shall be submitted to the Division Property Unit (in two copies) not later than January 20 for consolidation and the consolidated inventory shall be submitted to the Auditor not later than January 31 of each year along with the submitted reports of the non-IUs.

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7. All Division Memorandum and other related issuances which are inconsistent with this Memorandum are hereby repealed, rescinded or modified accordingly.
8. For information, guidance, wide dissemination, and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge *me*
Office of the Schools Division Superintendent

With hundred reasons to serve!



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