



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF TUGUEGARAO CITY

August 13, 2021

DIVISION MEMORANDUM

No. 168, s. 20 21

COMPOSITION AND DESIGNATION OF THE DIVISION INVENTORY COMMITTEE

To: Assistant Schools Division Superintendent
Chiefs of Divisions
Division Office Heads of Sections
Heads of Elementary Schools
Heads of Secondary Schools
Administrative Officers II

1. In view of COA Circular No. 06 s. 2020, “**Guidelines and Procedures in the conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE and Account Balances of Government Agencies**”, this Office hereby reconstitutes the new members of the Division office Inventory Committee, to wit:

Chairman: FLOR MARIE A. TURINGAN
Administrative Officer IV(Asset Management unit)

Co-Chairman: MARIEL A. CAMMAYO, Accountant III

Members:

JAYSON L. JOSEPH BABARAN, Information Technology Officer I
RICHARD T. MANGULAD, Engineer III
RONELY A. RUIZ, Administrative Assistant III (Finance Unit)
LEI NERIKA A. DOMINGUEZ, Administrative Assistant III (Finance Unit)
ANGELYN S. LACAMBRA, Administrative Assistant III (Finance Unit)
REYMUND SHERWIN T. CANCINO, Administrative Assistant III,(Asset Unit)

Secretariat: LEON BABARAN JR., Administrative Aide VI (Asset Mngt. Unit)

Observer: COA Representative

2. The members of the inventory committee shall be temporarily relieved of all their regular duties to devote their full time in the conduct of physical inventory taking until the same is completed.



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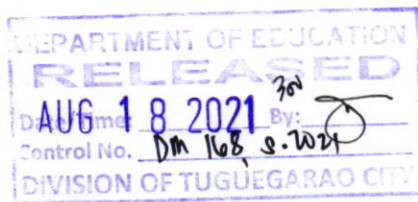
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3. The following are the duties and responsibilities of Inventory Committee;
- a. They shall be responsible for the actual count to ascertain the existence, completeness and condition of all PPE's owned by the government agency.
 - b. They shall plan/strategize on how to conduct and complete the physical inventory within the prescribed period. It shall prepare a Physical Inventory Plan (PIP) containing, at least, the specific assignment/duties of the committee members, the cut-off date and a schedule specifying the dates and locations of the inventory taking activities from the start up to the targeted completion of the physical inventory.
 - c. They shall submit the approved Physical Inventory Plan to the Commission on Audit Team at least ten (10) calendar days before the scheduled start of inventory taking activities.
 - d. They shall prepare the Report on Physical Count of Property, Plant and Equipment upon the completion of physical count.
4. The aforementioned composition shall take effect immediately until appropriately revoked/rescinded with a subsequent Memorandum.
5. For immediate dissemination.


REYNANTE Z. CALIGUIRAN

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

SUP/vrd/fat



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