



DEPED DIVISION OF CATANDUANES
RECORDS SECTION
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Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

MEMORANDUM

OSDS-SDS-UM-12-01-2022/cbt

TO : **MARY JEAN S. ROMERO**
Chief Education Supervisor (SGOD)

EVA S. TOLENTINO
Administrative Officer V

REY C. BONAYON
Planning Officer III

ANGELO JAMES O. AGUINALDE
Accountant III

IMMACULATE LATORRE
Education Program Specialist II

RODERICK R. GEROMO
Administrative Aide IV

FROM : **SUSAN S. COLLANO**
Schools Division Superintendent

SUBJECT : **SDO INVENTORY COMMITTEE**

DATE : **DECEMBER 01, 2022**

In consonance with the provisions of PD No.1445, sect.2, otherwise known as The State Auditing Code of the Philippines, wherein it is a state policy that "All resources of the government shall be managed, expended or utilized in accordance with law and regulation, and safeguard against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operation of the government. The responsibility to take care such policy is faithfully adhered to, rests directly





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with the chief or head of the government agency concerned.” the following members of the Inventory Committee is hereby created to perform an indispensable procedure for checking the integrity of property custodianship:

Chairman : Mary Jean S. Romero
Members : Eva S. Tolentino
Rey C. Bonayon
Angelo James O. Aguinalde
Immaculate Latorre
Roderick R. Geromo

The inventory crew shall:

1. Take the actual count, weigh or measure the object of inventory; the name of its inventory item, code number, location, the item count or weight or measurement is written on the Inventory Sheet then record/post in the Inventory Summary Sheets;
2. The Committee shall prepare the required semi-annual inventory report (not later than July 31 & January 31 respectively of each year) on the Physical Count of Inventory Items; annual report preparation (January 31 of each year) on Physical Count of Property, Plant & Equipment certified correct & approved by the Head of Office; it shall be submitted to the COA Auditor concerned;

The physical stock-taking of equipment and supplies serves as a basis for preparing accounting reports thus reconciling Property & Accounting Records.

For information and guidance.

