

Republic of the Philippines
Department of Education

Region V-Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



40626211

OFFICE MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Unit/Section Heads
All Others Concerned

FROM: **NYMPHA D. GUENO**
Schools Division Superintendent

SUBJECT: **CONDUCT OF PHYSICAL INVENTORY OF PROPERTIES,
EQUIPMENT AND SUPPLIES AND MATERIALS**

DATE: April 1, 2026

1. Pursuant to Section 490 Volume 1 of the Government Accounting and Auditing Manual (GAAM) stating that physical inventory taking should be regarded with importance, and in compliance to the Audit Observation of the Commission on Audit, this Office led by the Division Inventory Committee will be conducting the Physical Inventory of Properties, Equipment and Supplies and Materials on April 13-16, 2026.
2. In this regard, all SDO personnel are requested to prepare and make available all the properties, equipment and supplies and materials under their care whether acquired through purchase or donation for the said activity.
3. The Inventory Committee, in coordination with the Property Section shall plan/strategize on how to conduct and complete the physical inventory within the prescribed period. The committee is responsible for the actual count and in ascertaining the existence of all properties/equipment and supplies and materials on stock. The valuation and/or costing for unvalued properties shall be the responsibility of the Accounting Unit. Any adjustment of records of properties and supplies shall be done immediately by the Committee with the knowledge and consent of the head of office concerned.
4. The documents required as basis of inventory taking activities are to be provided by the Supply Section or personnel concerned if not reported to the Supply Section, as follows:

a) Property Card

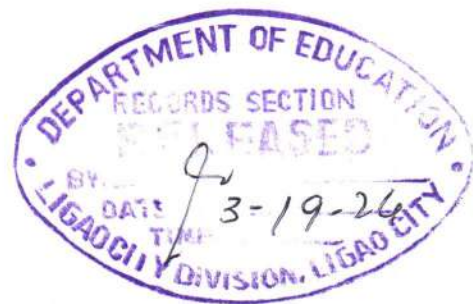


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- b) Stock Card
 - c) List of Newly Acquired Equipment/Properties
 - d) Memorandum Receipts
 - e) Deed of donation and acceptance of donated properties
 - f) Other documents relevant to the inventory
5. After the physical inventory, the inventory committee shall reconcile the results of the activity with the property and accounting records. All discrepancies between the physical count and records shall be reported to concerned staff/official and reconciled immediately.
6. Upon completion of the physical count, the Committee shall prepare the required annual or semi-annual inventory of reports. The inventory reports shall be certified correct by the Committee attested by witnesses from COA subject to the approval of the Office of the Schools Division Superintendent.
7. Such inventory reports shall be made in official forms found in the GAAM and reproduced in three (3) copies. A copy of the reports shall be submitted to the COA auditor concerned.
8. Attached is the Memorandum on the composition of the Division Inventory Committee for reference.
9. For the information, guidance and strict compliance of all concerned.



Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

MEMORANDUM

31926194

TO: ALL CONCERNED

FROM : NYMPHA D. GUEMO
Schools Division Superintendent

SUBJECT : RECONSTITUTION OF THE DIVISION DISPOSAL COMMITTEE

DATE : March 19, 2026

Pursuant to the Joint Circular No. 2024-1 dated January 30, 2024 of the Commission on Audit (COA) and Department of Budget and Management (DBM), the members of the Division Disposal Committee is hereby reconstituted, to wit ;

Chairman : Ernie M. Baranquel, Chief SGOD

Members: Mary Jodelle E. Ollet, AOV- Administration
Evangeline N. Bobis , AOIV- Supply
Jose Pedro Dayandante – EPS – 1
Kenn Clinton Perez - ADA III, IT staff
Julius B. Gonzales – PDO II, DRRM
Gabriel B. Pito - ADA I

Secretariat : Mary Jane Ostria , ADAS III
Mark Angelo Castro , ADAS VI

All members of the committee and the secretariat are expected to be acquainted of the said circular in the performance of their functions.

Please be guided accordingly.

Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

FILED	11 MAR 2025
DATE	11 MAR 2025
TIME	0:51 PM

Office of the Schools Division Superintendent

MEMORANDUM

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TO: Asst. Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Unit/Section Heads
All Others Concerned

FROM: NYMPIA D. GUEMO
Schools Division Superintendent

SUBJECT: RECONSTITUTION OF THE DIVISION INVENTORY COMMITTEE

DATE: March 11, 2025

1. Pursuant to Commission and Audit Circular No. 2020-006 dated January 31, 2020 and DepEd Unnumbered Memorandum titled Implementation of COA Circular No. 2020-006 by Finance and Administrative Services, this office hereby designates the following personnel to form the Division Inventory Committee with roles specified hereunder:

DIVISION INVENTORY COMMITTEE

Chairperson	: Melchizedek C. Tongco, ASDS
Vice-Chairperson	: Judith N. Bajamundi, Accountant III
Members	: Evangeline N. Bobis, Division Supply Officer : Rommel Carl R. Peralta, EPS I-LRM : Christian M. Barra, Division Engineer Infra : Ted O. Villamor, ITO : Dr. Lud Bernard P. Balingasa, Medical Officer III
Secretariat	: Angelli F. Bobis, ADAS III : Elizabeth A. Borromeo, ADA VI
Observer	: COA Representative

2. Below are the functions of the Division Inventory Committee:
- Verify existence of properties and equipment;
 - Validate stock level/count of all stockpiled items;
 - Reconcile and prepare reports of discrepancies between physical count and property records;
 - Establish accountability and responsibility over the properties and equipment;
 - Establish conditions and functionality of properties and equipment;

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- f. Prepare and submit the Final Inventory Reports together with the recommendation and findings to the office of the SDS and COA.
3. For the information, guidance and compliance of all concerned.



Republic of the Philippines
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Region V - Ilocos

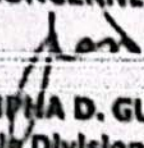
SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

August 19, 2024

MEMORANDUM

To : ALL CONCERNED

From :  **NYMPHA D. GUOMO**
Schools Division Superintendent

Subject : **RECONSTITUTION OF THE DIVISION DISPOSAL COMMITTEE**

Pursuant to the Joint Circular No. 2024-1 dated January 30, 2024 of the Commission on Audit (COA) and Department of Budget and Management (DBM), the members of the Division Disposal Committee is hereby reconstituted, to wit:

Chairman : Ernie M. Baranquel , Chief SGOD

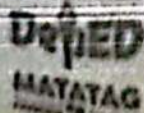
Members : Mary Jodelle E. Oilet, AOV – Administration
Evangeline N. Bobis, AOIV – Supply
Jose Pedro Dayandante – EPS
Ted O. Villamor, ITO
Julius B. Gonzales , PDO II
Gabriel B. Pito , ADA I

Secretariat : Mary Jane Ostria , ADAS II
Ralph Joseph Mortega, ADA VI

All members of the committee and the secretariat are expected to be acquainted of the said circular in the performance of their functions.

A meeting of all members of the committee together with its secretariat will be conducted on August 19, 2024 at 2:30 PM.

Please be guided accordingly.



Ligao City, Ligao City



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