

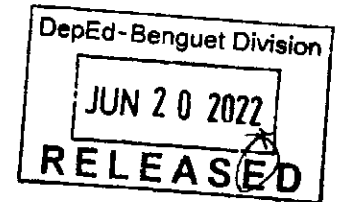


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

June 17, 2022

**DIVISION MEMORANDUM**

No. 188 S. 2022



**TO:** Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Elementary and Secondary School Heads  
All Concerned

**SUBJECT: RECONSTITUTING THE DIVISION INVENTORY COMMITTEE**

1. Under the Commission on Audit Handbook on Property and Supply Management System, all government agencies are mandated to conduct an inventory of all government properties and submit Report on Physical Count of Properties, Equipment annually, the Inventory Committee is hereby reconstituted as follows:

Chairperson: CARMEL F. MERIS  
OIC-Asst. Schools Division Superintendent

Vice-chairperson: GLENN N. DUGUIS  
Administrative Officer V

Members per category:

Supplies, Materials, Transportation, Land, Buildings, Furniture, and Office Equipment	Asset Management Unit Jaro P. Rosal School Heads School Supply Officers
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Information Communications Technology	Eric S. Wanson Jaro P. Rosal Asset Management Unit School Heads School Supply Officers
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**Department of Education**  
**Schools Division of Benguet**

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Learning Resources/Materials

Antionette D. Sacyang  
Jaro P. Rosal  
Asset Management Unit  
School Heads  
School Supply Officers

Medical and Dental  
Supplies/Equipment

Dr. Kirsty M. Depnag  
Dr. Marcelino L. Samonte  
Roselle Kristine Wagus  
Jaro P. Rosal  
Asset Management Unit  
School Heads  
School Supply Officers

2. The members of the inventory committee shall have the following functions:

2.1 Conduct the actual count, unit or measure of the object of inventory and write the name of its inventory item, property number, unit of measure and value, acquisition cost and date, to whom issued and location of the inventory items in the inventory form;

2.2 Label the equipment with the property sticker;

2.3 Compare and reconcile the results of the physical count with the asset management and accounting section records; and

2.4 Prepare the required Report on Physical Count of Property, Plant and Equipment.

3. This Office Memorandum shall take effect immediately. All other issuances are hereby rescinded.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

OSDS/AMS/fcb



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