



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Benguet**

DepEd-Benguet Division

September 1, 2021

SEP 09 2021

RELEASED

**DIVISION MEMORANDUM**

No. 351, S2021

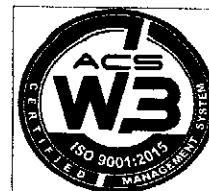
**RECONSTITUTING THE DIVISION INVENTORY COMMITTEE**

- Pursuant to the Commission on Audit Handbook on Property and Supply Management System mandating all agencies to conduct and submit report on physical count of properties, equipment, and inventories not later than July 31 and January 31 of every year, the Inventory Committee is hereby reconstituted as follows:

Chairperson:	Carmel F. Meris OIC-Office of the ASDS
Vice Chairperson:	Glenn N. Duguis Administrative Officer V
Members per category:	
Supplies, Materials, Transportation and Office Equipment	Asset Management Unit Personnel Beverly Shane A. Berting School Monitoring and Evaluation School Heads School Supply Officers
Land, Buildings and Furniture	Engr. Melba Himmoldang Jaro P. Rosal School Monitoring and Evaluation School Heads School Supply Officers
Information Communications Technology	Eric S. Wanson Greg Garcia Asset Management Unit Personnel School Monitoring and Evaluation School Heads School Supply Officers
Learning Resources / Materials	Antionette D. Sacyang Melvin L. Alfredo Asset Management Unit Personnel



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

	School Monitoring and Evaluation School Heads School Supply Officers
Medical and Dental Supplies / Equipment	Dr. Joane S. Bumanghat Dr. Marcelino L. Samonte Rollen Guivac Asset Management Unit Personnel School Heads School Supply Officers

2. The members of the inventory committee shall have the following functions:
- 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,
  - Label the equipment with the property sticker,
  - Compare and reconcile the results of the physical count with the asset management and accounting section records, and
  - Prepare the required report on Physical Count of Property, Plat and Equipment and Report on the Physical Inventories.
3. This Office memorandum shall take effect immediately. All other issuances are hereby rescinded.

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



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

