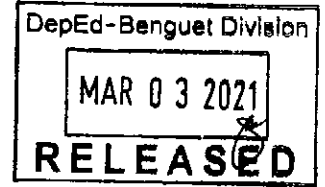




Republic of the Philippines
Department of Education
Schools Division of Benguet

March 1, 2021



DIVISION MEMORANDUM

No. 05 s. 2021

RECONSTITUTING THE DIVISION INVENTORY COMMITTEE

1. 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: SAMUEL T. EGSAEN, JR., EdD
 Public Schools District Supervisor
 OIC-Office of the Asst. Schools Division Superintendent

Vice-chairperson: GLENN N. DUGUIS
 Administrative Officer V

Members per category:

Supplies, Materials, Transportation and Office Equipment	Asset Management Unit personnel Faye G. Peping School Monitoring and Evaluation School Heads School Supply Officers
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Land, Buildings and Furniture	Engr. Melba Himmoldang Faye G. Peping Asset Management Unit personnel School Monitoring and Evaluation School Heads School Supply Officers
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Information Communications Technology	Eric S. Wanson Greg Garcia Asset Management Unit personnel School Monitoring and Evaluation School Heads School Supply Officers
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Department of Education
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Learning Resources/Materials

Antionette D. Sacyang
Melvin L. Alfredo
Asset Management Unit personnel
School Monitoring and Evaluation
School Heads
School Supply Officers

Medical and Dental Supplies/Equipment

Dr. Joane S. Bumanghat
Dr. Marcelino L. Samonte
Arvin M. Doman
Asset Management Unit personnel
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 and Report on the Physical of Inventories.
3. This Office Memorandum shall take effect immediately. All other issuances are hereby rescinded.


GLORIA B. BUYA-AO
Schools Division Superintendent

Encl.: As stated
OSDS/AMS/fcb



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