



Republic of the Philippines
Department of Education
Schools Division of Benguet

April 15, 2025

DIVISION MEMORANDUM

No. 164, s. 2025

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. As stipulated in 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 a Report on the Physical Count of Properties and Equipment annually, and the Registry of Semi-Expendable Property Issued (RegSPI) semi-annually, hence, the Division Inventory Committee is hereby reconstituted as follows:

Chairperson: SAMUEL T. EGSAEN JR. EdD CESO VI
Asst. Schools Division Superintendent

Members per category:

Supplies, Materials, Transportation,
Land, Buildings, Furniture, and
Office Equipment

Asset Management Unit
Accounting Section
School Heads
School Supply Officers/
Administrative Officers II
School Bookkeepers
Project Development Officers I

Information Communications
Technology

Eric S. Wanson
Accounting Section
Asset Management Unit
School Heads
School Supply Officers/
Administrative Officers II



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Project Development Officers I

Learning Resources/Materials

Antionette D. Sacyang
Accounting Section
Asset Management Unit
School Heads
School Supply Officers
Administrative Officers II
School Bookkeepers
Project Development Officers I

**Medical and Dental
Supplies/Equipment**

Dr. Mikee Lane A. Decaran
Dr. Marcelino L. Samonte
Roselle Kristine Waguiss
Accounting Section
Asset Management Unit
School Heads
School Supply Officers/
Administrative Officers II
School Bookkeepers
Project Development Officers

2. The members of the inventory committee shall have the following functions:
 - 2.1 Plan/Strategize on how to and complete the physical inventory;
 - 2.2 Prepare physical inventory plan (PIP);
 - 2.3 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 the Physical Count of Property, Plant and Equipment (RPCPPE) and Registry of Semi-Expendable Property Issued (RegSPI);



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2.5 Ensure that all actions undertaken are properly documented.

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 All other issuances are hereby rescinded.

Digitally signed by ESTELA
P. LEON-CARIÑO EdD,
CESO III
Date: 2025.04.23 14:40:50
+08'00'

ESTELA P. LEON-CARIÑO CESO III
Regional Director
and concurrent Officer In-Charge
Office of the Schools Division Superintendent

/fcb



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