



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

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March 20, 2023

**DIVISION MEMORANDUM**  
No. 072, s. 2023

**RECONSTITUTION OF DIVISION INVENTORY COMMITTEE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors / District Supervisor  
Public Elementary and Secondary School Heads / Property Custodians  
Section Heads  
Concerned Personnel  
This Division

1. Pursuant to Commission On Audit Circular No. 2020-006 dated January 31, 2020 re: **Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies**, this Office hereby constitutes the Division Inventory Committee to conduct a complete physical count of inventories in three (3) months:

Chair	: Victorio C. Marigomen, Jr.
Vice-Chair	: Charity Baguio
Members	: Louie J. Moreno Susith L. Luna

2. The members of the Inventory Committee shall be temporarily relieved of all their regular duties to devote their full time in the conduct of the physical inventory taking until the same is completed.

3. The entire inventory taking shall be witnessed by the Commission on Audit (COA) Auditor. The Audit Team Leader and/or any of his/her audit team members may be assigned for the purpose

4. As stipulated in the COA Circular No. 2020-006, the Division Inventory Committee shall have the following functions and responsibilities:

i. Responsible for the actual count to ascertain the existence, completeness and condition of all PPEs owned by the government agency;

ii. Plan/strategize on how to conduct and complete the physical inventory within the prescribed period;



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iii. Prepare a Physical Inventory Plan (PIP) containing specific assignments/duties of the Committee members, the cut-off date and a schedule specifying the dates and locations of the inventory taking activities from start up to the targeted completion of the physical inventory, and shall be approved by the Schools Division Superintendent;

iv. Submit the approved PIP to the COA Audit Team at least ten (10) calendar days before the scheduled start of inventory taking activities; and

v. Updated property records based on the results of the physical inventory and reconciled with accounting records to come up with the reconciled balances of PPE accounts to be considered as the correct balance of the agency's PPEs.

5. Property Inventory Plan

	Property Inventory Plan	Persons Involved	Time Line	Output
1	Reconciliation of Records between Supply and Accounting Sections	Members of the Inventory Team	April 10, 2023, to April 18, 2023	Straighten Inventory Records of two Units
2	Conduct of Inventory of D.O. Properties and Posting of Stickers Pursuant to COA Circular 2020-006 Item 5.6	Members of the Inventory Team	April 19 to 25, 2023	Reconciliation of Property Records
3	Conduct Schools Inventory	Members of the Inventory Team	April 26, 2023, to June 30, 2023	Reconciliation of Property Records

6. Immediate dissemination of this Memorandum is desired.

**JEAN G. VELOSO**  
Schools Division Superintendent



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