



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

September 10, 2021

Division Memorandum

No. 403, s. 2021



To: **ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS**
ALL DIVISION PERSONNEL

**CREATION AND COMPOSITION OF THE DIVISION INVENTORY COMMITTEE AND
DIVISION DISPOSAL COMMITTEE**

In compliance to Commission on Audit Circular No. 2020-006 dated January 31, 2020, and to effectively monitor and record existing DepEd assets, this Office hereby informs the field and all concerned creation of the Division Inventory Committee and Division Disposal Committee with composition and roles specified hereunder.

DIVISION INVENTORY COMMITTEE

Chairman: **Alicia E. Anghay**, Asst. Schools Division Superintendent
Vice-Chair: **Risa Bea Socorro M. Borres**, Administrative Officer V
Laverne L. Mercado, AO IV- Property & Supply

Members

Semi-Expendable Items & PPE:

Arnel A. Calubag, Accountant III
Ryan O. Sambaan, AA VI
Edwin Karl Canios, ADAS III

Building & other infrastructure:
ICT-related Materials & Equipment:
Books and Learning Materials:
Service Vehicle and parts:
CID Representative:
SGOD Representative:
OSDS Representative:
Secretariat:

Engr. Ely V. Mamacalay II, Engineer III
James Roberto Z. Sijo, ITO I
Lanie M. Signo, Librarian II
Cyril James B. Casinillo, Driver
Ray O. Maghuyop, EPS
Jairus John M. Gochuco, PDO I
Beatriz G. Alilin, AO II
Ignacio A. Gabule, Jr., AO II
Gleven Chito B. Manaug, ADAS II

Observer:

COA Resident Auditor or Representative

The following are the roles and function of the Division Inventory Committee:

- Verify the existence of inventorable items, property and equipment; its location count and unit of measurement.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



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- b. Establish accountability and responsibility over the properties and equipment.
- c. Determine the condition and functionality of properties and equipment.
- d. Prepare and submit the final inventory report/s together with the findings and recommendations to the Schools Division Superintendent.
- e. Perform other inventory-related duties as may be required.

Below is the frequency of inventory-taking activity:

Cut-off Date	Start of Inventory	Submission of Report
June 30	1 st working day of July	On or before July 31 of the current year
December 31	1 st working day of January	On or before January 31 of the succeeding year

Note: the Committee may conduct 'announced' or 'surprised' inventory.

DIVISION DISPOSAL COMMITTEE

Chairman: **Alicia E. Anghay**, Asst. Schools Division Superintendent
Vice-Chair: **Rosalio S. Vitorillo**, Chief Supervisor-SGOD
Laverne L. Mercado, AO IV- Property & Supply

Members

Semi-Expendable Items & PPE:

Jimboy S. Eugenio, Specialist II
Sheila B. Lagrama, Registrar
Mitos Tessa M. Duties, ADAS III

Appraiser:

Building & other infrastructure:
ICT-related Materials & Equipment:
Books and Learning Materials:
Service Vehicle and parts:
CID Representative:
SGOD Representative:
OSDS Representative:
Secretariat:

Rodolfo R. Bayeta, Jr., PO III
Engr. Ely V. Mamacalay II, Engineer III
James Roberto Z. Sijo, ITO II
Gemma P. Pajayon, PDO II
Cyril James B. Casinillo
Juan A. Mingo, EPS
Ryan T. Blanco, PDO II
Efren B. Facun, AO II
Ignacio A. Gabule, Jr., AO II
Gleven Chito B. Manaug, ADAS II

Observer:

COA Resident Auditor or Representative



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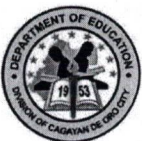


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The following are the roles and function of the Division Disposal Committee

- a. Require the submission by the concerned offices/sections/schools of requests/reports of the assets to be disposed of, and all necessary documents pertaining thereto.
 - b. Deliberate the requests for disposal of unserviceable properties/materials.
 - c. Inspect the unserviceable properties/materials/equipment to be disposed of and verify the justification for disposal.
 - d. Set the final appraise value of all disposable property based on existing government provisions related thereto.
 - e. Submit related reports (Waste Materials Report and IIRUP) to the Schools Division Superintendent.
 - f. Recommend to the Schools Division Superintendent the approval, including the manner and justification, for disposal.
3. In line with this, all School Heads are hereby directed to establish/reconstitute their own School's Inventory & Disposal Committee. Online submission of the composition of committees will be on or before **September 15, 2021** thru email add: **supplyoffice.divisionofcdo@gmail.com**
4. The aforementioned composition shall take effect immediately until appropriately revoked or rescinded with a subsequent memorandum.
5. Immediate dissemination and of strict compliance to this memorandum is highly desired.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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