

Republic of the Philippines

Bepartment of Education

Region IX, Zamboanga Peninsula **DIVISION OF PAGADIAN CITY**



March 17, 2025

DIVISION MEMORANDUM No. <u>(/</u>8__, s. 2025

RECONSTITUTION OF THE DIVISION INVENTORY AND DISPOSAL COMMITTEE

To:

Assistant Schools Division Superintendent All Public Schools District Supervisors

All Non-IUs Schools Principals/School Heads, Elementary and

Secondary

Administrative Officer V (Admin)

Division Supply Officer

All Schools Administrative Officers II

All Others Concerned

This Division

1. In line with the conduct of the Annual Physical Inventory of the Division/District/ School Property, Plant and Equipment (PPE) for Fiscal Year 2025 and onward as mandated by COA Circular No. 2020-006 dated January 31, 2020 dated January 31, 2020, the Division Inventory and Disposal Committee is hereby reconstituted, to wit;

Chairperson:

DANNY B. CORDOVA, EdD, CESO V

Schools Division Superintendent

Vice Chairpersons:

JUDITH V. ROMAGUERA, CESO VI

Asst. Schools Division Superintendent

MA. MADELENE P. MITUDA, EdD

Chief, SGOD

Members:

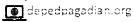
IVY J. ESTADILLA

Administrative Officer V

SUZETTE C. SARAAUSA

Administrative Officer IV (Supply)

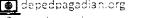














Republic of the Philippines

Department of Education

Region IX, Zamboanga Peninsula DIVISION OF PAGADIAN CITY

MYRIEN GLIE T. MIER, CPA

Accountant III

JOEL D. BATERNA

ITO

JULIE S. BALOLAO

Librarian II

ENGR. ALEJANDRO N. SAMONTE, JR.

ENGR. JEFF REY C. LABAJOSA

Secretariat:

CHRISTOPHER JAY S. GOMEZ, JR.

DAVELOUIE-OTTO C. LINGUE

Observer:

COA REPRESENTATIVE

Below is the frequency of inventory-taking activity:

Cut-off Date	Start of Inventory	Submission of Report
June 30	1st working day of July	On or before August 31 of the current year
December 31	1st working day of January	On or before January 31 of the succeeding year
Note: The committee may conduct "announced" or "unannounced" inventory.		

2. The Committee is expected to:

- a. Ensure proper, accurate and timely conduct of the inventory of all properties of the SDO proper and schools in the entire division and complete the same within a three-month period to commence on July 1, 2025 in compliance with COA Circular No. 2020-006 issued last January 31, 2020;
- b. Cause disposal of all unserviceable, obsolete equipment and other assts of the SDO proper and schools to avoid unnecessary maintenance costs and further deterioration of the same subject item;













Republic of the Philippines

Department of Education

Region IX, Zamboanga Peninsula DIVISION OF PAGADIAN CITY

- c. Cause the adjustment of the property inventory whenever unserviceable assets are disposed;
- d. Submit accomplishment reports after the completion of inventory following strictly the timetable as mandated, to the Office of the Schools Division Superintendent thru the Administrative Office-Asset and Supply Management Unit;
- e. Perform other related functions as maybe designated by the Schools Division Superintendent.
- 3. All Non-IUs elementary and secondary schools shall also constitute their School Inventory and Disposal Committee to compose of the following:

Chairperson:

Principal/School Head

Members:

Administrative Officer II

Other Non-Teaching Staff identified by the

Principal/School Head

Secretariat:

Non-Teaching Staff identified by the Principal

The School Committee is expected to:

- a. Conduct classroom inventory before the end of every school year;
- b. Recommend disposal of unserviceable, obsolete equipment, and other assets of the school thru the technical assistance of the Division Supply Officer; and
- c. Submit inventory report after the completion of inventory to the Division Supply Office every 1st week of May.
- 4. The SDO and schools committee secretariat shall handle all the committee's technical and administrative matters including the taking of minutes, encoding, and preparing committee resolutions, as well as safekeeping and systematic filing of committee's documents and records.
- 5. This memorandum shall take effect immediately.
- 6. For guidance and compliance of all concerned.

CORDOVA, EdD, CESO V ivision Superintendent 🗡

IJE/ADMINDM2025-015



