



Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**



March 17, 2025

**DIVISION MEMORANDUM**

No. 68, 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. SARAUSA**  
Administrative Officer IV (Supply)





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**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	1 <sup>st</sup> working day of July	On or before August 31 of the current year
December 31	1 <sup>st</sup> 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;





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- 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<br>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 1<sup>st</sup> 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.

**DANNY B. CORDOVA, EdD, CESO V**  
Schools Division Superintendent

IJE/ADMINDM2025-015



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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