



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMORANDUM**

No. 119, s. 2024

May 2, 2024

**CONSTITUTION OF THE INVENTORY COMMITTEE OF THE  
SCHOOLS DIVISION OF KABANKALAN CITY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Accountant III  
Administrative Officers V, Administrative Services and Budget  
All Others Concerned

1. Pursuant to Section 5.2 of the Commission on Audit Circular No. 2020-006 dated 31 January 2020 titled “*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 Account Balances of Government Agencies*”, the Inventory Committee of the Schools Division of Kabankalan City is hereby constituted as follows:

Chairman: **GILBERT C. BIACO** - Administrative Officer IV (Supply)  
Members: **ENGR. RAYMOND G. NOQUILLA** - Engineer III  
**ARCHIEBAL A. POYOGAO** - ITO I  
**JADE N. PASAPORTE** - Administrative Assistant II  
**THER JOY T. CEDEÑO** - Administrative Assistant I  
Auxiliary Members: **All Administrative Officers II (Elementary)**

2. The Inventory Committee shall:

- prepare Physical Inventory Plan (PIP) containing, at the least, the 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;
- conduct the inventory taking in accordance with the procedural guidelines provided in Section 6 of COA Circular No. 2020-006; and
- submit the Report on Physical Count of PPE (RPCPPE) three (3) months after the actual conduct of the inventory taking.

3. All SDO-based and School-based personnel are requested to extend their usual cooperation and assistance should the same be needed by the members of the Inventory Committee during the conduct of the inventory taking.

4. Membership in the Division Inventory Committee does not carry with it additional remuneration and can be revoked when good office policy so demands.





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5. Furthermore, the designation of the members of the Inventory Committee takes into consideration that there was no discrimination on the account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or any other similar factor or circumstance that run counter to the principles of equal opportunity.

6. Strict compliance of the duly constituted Inventory Committee to and wide and immediate dissemination of this Memorandum are desired.

  
**MICHELL L. ACOYONG, CESO VI**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent