

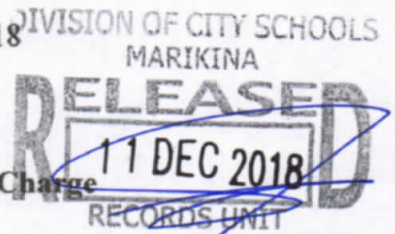


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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December 6, 2018



DIVISION MEMORANDUM TO:

Chief Education Supervisors, SGOD & CID
Elementary and Secondary Public School Principals/Officers-In-Charge
Division Unit Heads

PHYSICAL INVENTORY COUNT OF SUPPLIES INVENTORY AT DIVISION OFFICE AND SCHOOLS

- The schedule of actual physical count of supplies at DepED Division Office is on December 28, 2018 at 9:00 am. The following are the inventory teams assigned to conduct the actual counting:

Team I

Leader: Timoteo R. Paño
Member: Allen Marin

Team II

Grace Dela Rosa
Winnie G. Domingo

- The inventory count shall be supervised by the Inventory Committee whose members are the following:

Chairman: Jovita Consorcia F. Mani
Vice Chairman: Ivy R. Ruallo
Member/s: Reinan Ignacio
Jay Alvin Cabututan

COA Representative: Ms. Elizabeth Sarmiento

- Attached are the inventory instructions for your guidance.
- All Non IU's Secondary and Elementary schools are also directed to conduct the actual physical count of their inventory supplies on December 28, 2018 with their own Inventory Committee.*
- All Elementary and Non Implementing Secondary Schools shall submit the report of their actual count to the Supply Unit for submission to Accounting Unit on or before **January 4, 2019**.
- Implementing Secondary Unit's schedule is as follows on December 27, 2018 together with their Inspectorate Team:**

Marikina High School	8:30 am to 10:00 am
Parang High School	10:30 am to 11:30 am
Malanday National HS	1:00 pm to 2:30 pm
Sta. Elena High School	3:00 pm to 4:30 pm

To be supervised by the COA Representative **Ms. Elizabeth Sarmiento**
SDO Personnel **Mr. Claro L. Capco**
Ms. Anna Marie P. Exequiel
Mr. Timoteo R. Paño

- Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO

OIC-Office of the Schools Division Superintendent

Physical Inventory Count of Supplies

Inventory Instruction

I. Supply Unit

1. Arrange the supply in orderly manner
2. Label all the inventory items
3. No movement of inventory while inventory is ongoing
4. Prepare then inventory count sheet

II. Inventory Count Team


1. Get the cut-off of the last inspection and acceptance report issued, report of supplies and materials issued and other similar, documents on acceptance and issuance of supplies.
2. Each inventory team should conduct an independent count.

III. Inventory Committee


1. Compare the actual count of Team I and Team II.
2. If both counts tally, the count stops.
3. If the two counts do not tally, inventory committee should undertake a recount until two counts tally.

- IV. Summary of the actual count should be submitted to Supply Unit for consolidated/submission to Accounting Unit for inventory comparison and eventual recording in the accounting books.

Prepared by:


ANNA MARIE P. EXEQUIEL
Admin Office IV, Supply Unit

Recommending Approval:


CLARO E. CAPCO
Administrative Officer V

Approved by:


JOEL T. TORRECAMPO
OIC-Office of the Schools/Division Superintendent