

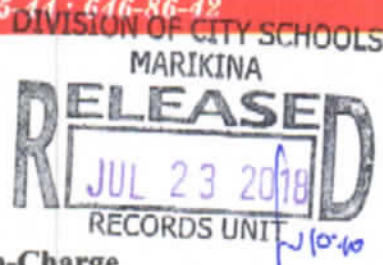


National Capital Region
DIVISION OF CITY SCHOOLS
Marikina



V. Gomez St., San Roque, Marikina City Telefax.: 646-05-44 • 646-86-42

July 20, 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**

1. The schedule of actual physical count of supplies at DepED Division Office is on July 31, 2018 at 9:00 am. The following are the inventory teams assigned to conduct the actual counting:

Team I

**Leader: Timoteo R. Paño
Member: Chris Epecia**

Team II

**Grace Dela Rosa
Winnie G. Domingo**

2. 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

3. Attached are the inventory instructions for your guidance.
4. *All Secondary and Elementary schools are also directed to conduct the actual physical count of their inventory supplies on July 31, 2018 with their own Inventory Committee.*
5. 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 **August 10, 2018.**
6. Immediate and wide dissemination of this Memorandum is desired.

For:

SHERYLL T. GAYOLA

OIC-Office of the Schools Division Superintendent

By:


CEASAR AUGUSTOS E. CEBUJANO
Legal Officer

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

Approved by:

For:

SIERYLL T. GAYOLA
OIC-Office of the Schools Division Superintendent

By:


CEASAR AUGUSTOS E. CEBUJANO
Legal Officer
OIC-Office of the Schools Division Superintendent