



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

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**DIVISION MEMORANDUM TO:**

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
SDO Personnel  
Elementary and Secondary School Principals/Officer-In-Charge  
Elementary and Secondary School Custodians  
Public Schools Only

**YEAR END PHYSICAL COUNT OF INVENTORY OF SUPPLIES-CONSUMMABLES  
AT DIVISION OFFICE AND SCHOOLS**

1. The schedule of actual physical count of supplies and inventory and the inventory teams assigned to conduct the actual counting are as follows:

**DIVISION OFFICE is on December 28, 2020 at 9:00 am onwards**

Team I

Team II

Leader: Timoteo R. Paño

Grace Dela Rosa

Member: Allen Marin

Winnie G. Domingo

**Secondary and Elementary Schools is on December 29, 2020 at 8:00 am onwards**

Team I

School's Inventory Committee

2. The Inventory count shall be supervised by the Inventory Committee whose members are as follows:

For the Division Office

Chairman: **Jovita Consorcia F. Mani**

Vice Chairman: **Ivy R. Ruallo**

Member: **Reinan Ignacio**

COA Representative: **Mr. ABDUL KHALID D. MACABUAT**

For School

**School Inspectorate Team**

3. Attached are the inventory instruction for the information and guidance.
4. All Elementary and Secondary Schools shall submit the report of their actual count to the Supply Unit for submission to Accounting Unit and COA on or before **January 5, 2021**.
5. Immediate and wide dissemination of the Memorandum is desired.

  
**SHERYLL T. GAYOLA**


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

# PHYSICAL INVENTORY COUNT OF SUPPLIES


## Inventory Instruction

- I. Supply/Property Unit (Division Office/School)**
  1. Arrange the supplies in orderly manner
  2. Label all the inventory items
  3. No movement of inventory while inventory is on-going
  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 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 the consolidated/submission to Accounting Unit for inventory comparison and eventually recording in the accounting books.**

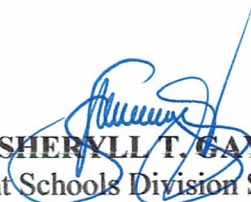
Prepared by:

  
**ANNA MARIE P. EXEQUIEL**  
AO IV

Recommending Approval:

  
**ELISA O. CERVEZA**  
Chief, CID  
OIC-Office of ASDS

Approved by:

  
**SHERYLL T. GAYOLA**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the SDS