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

PHYSICAL INVENTORY COUNT OF SUPPLIES INVENTORY AT DIVISION OFFICE AND SCHOOLS

1. The schedule of actual physical count of supplies and the inventory teams assigned to conduct the actual counting are as follows:
   - **Division Office** is on December 27, 2019 at 9:00 am onwards
     - Team I
       - Leader: Timoteo R. Paño
       - Member: Allen Marin
     - Team II
       - Leader: Grace Dela Rosa
       - Member: Winnie G. Domingo
   - **Secondary and Elementary Schools** is on Dec. 17, 18 & 19, 2019 at 8:00 am onwards
     - Team I
       - Leader: Timoteo R. Paño & Allen Marin
     - Team II
       - Leader: School’s Inventory Committee

2. The inventory count shall be supervised by the Inventory Committee whose members are the following:
   - **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**
     - Chairman: Claro L. Capco
     - Vice Chairman: Anna Marie P. Ereqieul
     - Member: Accounting Representative
     - COA Representative: Mr. ABDUL KHALID D. MACABUAT

3. The Division service vehicle SJS 371 shall be used by the Inventory Team for the whole duration of Physical Checking.
4. Attached are the inventory instructions and schedule for your information and guidance.
5. All Elementary and Secondary Schools shall submit the report of their actual count to the Supply Unit for submission to Accounting Unit & COA on or before January 6, 2020.
6. Immediate and wide dissemination of this Memorandum is desired.

FOR:

SHERYLL T. GAYOLA
Education Program Supervisor
OIC-Office of the Schools Division Superintendent

BY:

CEasar Augustos E. Cebujano
Attorney III
OIC-Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakatiksas at Makabansa
Physical Inventory Count of Supplies

Inventory Instruction

I. Supply/Property Unit (Division Office/School)
   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 the 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.

Below is the routine of the Physical Checking

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Prepared by: ANNA MARIE P. PEXEQUIEL
Admin Office IV, Supply Unit

Recommended Approval: CLARO L. CAPCO
Administrative Officer V

Approved by:

FOR: SHERYLL T. GAYOLA
Education Program Supervisor
OIC-Office of the Schools Division Superintendent

BY: CESAR AUGUSTOS E. CEBUJANO
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OIC-Office of the Schools Division Superintendent