



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

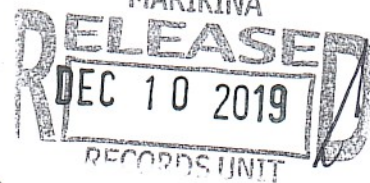
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December 9, 2019

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	Team II
Leader:	Timoteo R. Paño	Grace Dela Rosa
Member:	Allen Marin	Winnie G. Domingo

Secondary and Elementary Schools is on Dec. 17, 18 & 19, 2019 at 8:00 am onwards

	Team I	School's Inventory Committee
	Team II	Timoteo R. Paño & Allen Marin

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

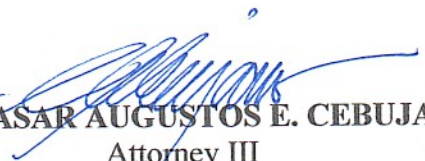
	Claro L. Capco
	Anna Marie P. Exequiel
	Accounting Representative
COA Representative:	Mr. ABDUL KHALID D. MACABUAT

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

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.

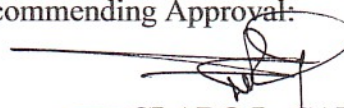
Below is the routine of the Physical Checking

Dec. 17, 2019	Dec. 18, 2019	Dec. 19, 2019
MES	IVES	PHS
SEHS	SRES	PES
MSHS	SRHS	SMES
SNNHS	KES	HBES
SNES	KNHS	NES
MALES	BES	NHS
MALNHS	BNHS	FES
CISES	THS	FHS
CISHS	LVES	SSSES
CES	JDL PNS	SSSNHS
MHS		KMES
		MHHS

Prepared by:


ANNA MARIE P. EXEQUIEL
Admin Office IV, Supply Unit

Recommending Approval:

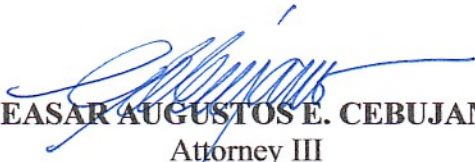

CLARO L. CAPCO
Administrative Officer V

Approved by:

FOR:

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

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Attorney III
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