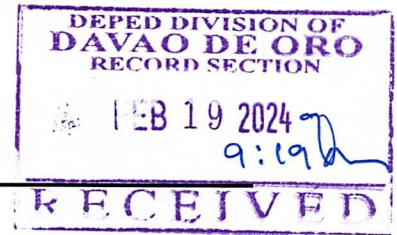




Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

February 15, 2024

DIVISION MEMORANDUM
 No. 127, series 2024

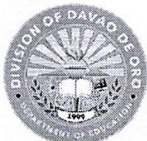
**PHYSICAL INVENTORY COMMITTEE FOR ALL PROPERTIES, PLANT &
 EQUIPMENT AND SUPPLIES**

TO : Assistant Schools Division Superintendent
 All district and School Head
 All Section Heads

1. Pursuant to Section 38, Chapter 10, Volume I of the Government Accounting Manual (GAM) for National Government Agencies (NGAS), the Department of Education (DepEd) Division

| | | |
|---------------|---|---|
| Chairman | - | NORBERTO S. MANLANGIT |
| Vice-Chairman | - | NISAN LEJAN M. CAL |
| Members | - | LEWI MAT DEXTER BELLO MARION A. ESPENOZA |

2. The Committee shall perform the following functions:
 - a. Conduct actual physical inventory of all properties, equipment and supplies for the following:
 - i. Division Office
 - ii. District Office
 - iii. None Implementing Secondary and Elementary Schools
 - b. Prepare Annual Inventory Report;
 - c. Determine and assign permanent property number;
 - d. Identify accountabilities of each personnel involved; and
 - e. Determine disposable properties and equipment for turnover to the Disposal Committee.
3. The Committee shall assign a Secretariat and members to the following subcommittees:
 - a. Property and Equipment Inventory; and
 - b. Supplies Inventory (to assist during the conduct of physical inventory for every site as deem necessary).



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph


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| Doc. Ref. Code | PAWIM-F-031 | Rev | 00 |
| Effectivity | 09.12.22 | Page | 1 of 4 |



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

**Office of the Schools Division
Superintendent**

- c.
4. Immediate and wide dissemination of this Memorandum is desired.


CRISTY C. EPE, CESO V
Schools Division Superintendent

No. _____



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