



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

21 Aug 2024

DIVISION MEMORANDUM
OSDS No. **143** s. 2024

CONDUCT OF PHYSICAL COUNT INVENTORY IN THE SCHOOLS DIVISION
OFFICE OF SOUTH COTABATO

To: Assistant Schools Division Superintendent
Curriculum Implementation Division
School Governance Operations Division
Office of Schools Division Superintendent
Unit/Section Heads
All Others Concerned

1. In reference to COA Circular No. 06, s. 2020, "...in the conduct of *Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-Existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies*", supported by the Section 490 Volume 1 of the *Government Accounting and Auditing Manual (GAAM)* that states *Physical Stock-Taking is an indispensable procedure for checking the Integrity of Property Custodianship. In all cases, the Physical Inventory taking which is required semi-annually or annually should be regarded with importance. Chief of Agencies are required to take physical inventory of all the equipment and supplies belonging to their respective offices at least once a year, unless otherwise determined by the Commission on Audit (COA) Chairperson in specific cases*", with regard to the conduct of Physical Inventory.
2. Regarding this, all concerned personnel are enjoined to prepare the necessary supporting documents relative to the implementation of this conduct of actual/physical count inventory by the Property and Supply Section to attest the physical existence of properties and serve as the basis for preparing accounting reports.
3. In accordance with applicable government rules and regulations, this office informs all SDOSC personnel concerned on the composition of Division Inventory Committee, as shown below.

Chairperson	:	Ray O. Lloren	- Supply Officer
Vice - Chairman	:	Carlo P. Divedor, CPA	- Accountant



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TEAM Members:

Ervin S. Hechanova	- ADA VI
Melodee Grace V. Prio	- AO II / Mangilala IS
Kristine Faith A. Tolosa	- AO II / P.Septin ES
Dominique Paul C. Tamse	- ADAS III
Jeanly B. Clavesillas	- ADAS II
April Angel C. Villanueva	- ADA I
Joel P. Chung	- ADAS III/Accounting Representative

4. These are the roles and functions of the Division Inventory Committee
 - 4.1 Conducts the actual count and verify the existence of inventoriable items both PPE and semi-expendable properties.
 - 4.2 Establishes accountability, responsibility and assess their condition and functionality.
 - 4.3 Prepares and submits the final inventory reports to the Schools Division Superintendent, along with the findings and recommendations.
5. The schedule of actual/physical count inventory will start on August 27 to October 25, 2024
6. Immediate dissemination of this memorandum is directed with strict compliance.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

LEVI B. BUTIHEN
Assistant Schools Division Superintendent

Encl: As stated
Reference: COA Circular No. 06, s. 2020
To be indicated in the Perpetual Index
under the following subjects:

JBC/DM - Conduct of physical inventory of property, plant and equipment within
Schools Division of South Cotabato
0000/August 21, 2024



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