



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 143, s. 2023

MAR 30 2023

CONDUCT OF THE INVENTORY OF PROPERTY, PLANT AND EQUIPMENT IN THE
SCHOOLS DIVISION OFFICE AND SCHOOLS

To: OIC-Assistant Schools Division Superintendent
Chief Education Program Supervisors (CID and SGOD)
Public Schools District Supervisors
Elementary and Secondary School Heads
Administrative Officer V
Accountant III
All Others Concerned

1. In view of the one-time cleansing of Property, Plant and Equipment (PPEs) records in the financial statements of the Schools Division of Kabankalan City as per Commission on Audit Circular No. 2020-006 dated January 31, 2020, hereunder is the schedule of the conduct of inventory activities by the Division Inventory Committee Members as follows:

Date / Timeframe	Activity	Venue
April 5, 2023	Orientation on COA Circular 2020-006 for the members of the Division Inventory Committee and select personnel (Administrative Officers II)	Supply Office
April 11-28, 2023	Conduct of the inventory activities	Division Office and Schools

2. The members of the Division Inventory Committee shall adhere strictly and be guided of the provisions stipulated in Section 5 and Section 6 of the said circular. They shall likewise be relieved of their regular duties and functions during the conduct of inventory activities.

3. The following personnel are requested from April 11-28, 2023 to assist the Division Inventory Committee in completing the inventory of the SDO's property, plant and equipment for CY 2022:

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|--------------------|---------------------------|
| 1. Jorel Diagmel | Administrative Officer II |
| 2. Richard Roa | Administrative Officer II |
| 3. Japeth Peloton | Administrative Officer II |
| 4. Alfonso Cabahug | Administrative Officer II |
| 5. Ben Velasco | Administrative Officer II |

3. School Heads and school property custodians are advised to give full cooperation and support to the members of the Division Inventory Committee during the conduct of the inventory activities.

4. Immediate dissemination of and compliance to this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent