



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

18 May 2021

DIVISION MEMORANDUM

DM No. 330, s. 2021

**CREATION AND COMPOSITION OF THE DIVISION INVENTORY COMMITTEE AND
DIVISION DISPOSAL COMMITTEE**

To: OIC- Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Elementary Schools Administrative Officer II
District and School Property Custodian
All Others Concerned



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: May 28, 2021

By: Cristell 8:37 AM.

Ref. No.: DM 330, s.2021

1. Pursuant to Regional Memorandum No. 21-179 dated April 28, 2021 and Commission on Audit Circular No. 2020-006 dated January 31, 2020, and to effectively monitor and record the existing DepEd assets, this Office hereby informs the field and all concerned of the creation of the Division Inventory Committee and Division Disposal Committee with composition and roles specified hereunder.

DIVISION INVENTORY COMMITTEE

Chairman: **Herbert D. Perez**, OIC-Assistant Schools Division Superintendent
Vice-Chairman: **Maria Dolores D. Atienza**, Administrative Officer V, (Real & Catanauan)
George D. Aguila, Administrative Officer IV - Property and Supply,
(Gumaca & SDO)

Members

Semi-Expendable Items & PPE: **Arvin P. Repaso**, PDO II - DRRM
Mildred E. Glorioso, AO II - Accounting
Building & Other Infrastructure: **Engr. Ramir O. Arbolente**, Engineer III

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ICT-related Materials & Equipment: **Wilbert B. Porteza, ITO I**
 Books and Learning Materials: **Ronnjemmele A. Rivera, Librarian II**
 Service Vehicle and Parts: **Rosalio C. Flancia Jr., Driver**
 CID Representative: **Laarni Rose R. Gutierrez, EPS**
 SGOD Representative: **Danica V. Jaranila, ADAS II**
 OSDS Representative: **Kristoffer O. Oineza, AO II**
 Secretariat: **Maria Cecilia S. Rodriguez, AO II**
Michelle D. Pornobi, ADAS III
 Observer: **COA Resident Auditor or Representative**

The following are the roles and function of the Division Inventory Committee:

- a) Verify the existence of inventorial property, plant and equipment (PPE); its location, count and measurement.
- b) Establish accountability and responsibility over the PPE.
- c) Determine the condition and functionality of PPE.
- d) Prepare and submit the final inventory reports together with the findings and recommendations to the Schools Division Superintendent.
- e) Perform other inventory-related duties as may be required.

Below is the frequency of inventory-taking activity:

Start of Inventory	Consolidation & Validation	Submission of Report
June 01-30	1 st working day of July	On or before July 31 of the current year
December 01-30	1 st working day of January	On or before January 31 of the succeeding year

DIVISION DISPOSAL COMMITTEE

Chairman: **Herbert D. Perez, OIC-Assistant Schools Division Superintendent**
 Vice-Chairman: **Maria Dolores D. Atienza, Administrative Officer V, (Real & Catanauan)**
George D. Aguila, Administrative Officer IV - Property and Supply,
 (Gumaca & SDO)

Members

Semi-Expendable Items & PPE: **Arvin P. Repaso, PDO II - DRRM**
Mildred E. Glorioso, AO II - Accounting

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Observer:	COA Resident Auditor or Representative

The following are the roles and function of the Division Disposal Committee:

- a) Require the submission by the concerned offices/sections/schools of requests/reports of the assets to be disposed of, and all necessary documents pertaining thereto.
 - b) Deliberate the requests for disposal of unserviceable properties/materials.
 - c) Inspect the unserviceable properties/materials/equipment to be disposed of and verify the justification for disposal.
 - d) Set the final appraise value of all disposable property based on existing government provisions related thereto.
 - e) Submit related reports (Waste Materials Report and IIRUP) to the Schools Division Superintendent.
 - f) Recommend to the Schools Division Superintendent the approval, including the manner and justification, for disposal.
2. The Division Inventory Committee shall be assisted by the **Sub-Office/s Technical Working Group** which shall have the following members:

GUMACA SUB-OFFICE

Jaymar Angelo V. Samson, AO II
Richard Bucad, District Property Custodian
Julian Arevalo, School Property Custodian
Edberto E. Ibarra, Supply Officer I

REAL SUB-OFFICE

Arren Joy M. Lopez, AO II

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Iona Portales, District Property Custodian
Narciso Morada, School Property Custodian
Glen Mar Repaso, School Property Custodian
Rico Balaguer, School Property Custodian

CATANAUAN SUB-OFFICE

Mary Keith P. Apolinar, AO II
Joseph Malaya, District Property Custodian
Geronimo Alojado, School Property Custodian
Mary Grace Caja, School Property Custodian

3. In line with this, all Schools are hereby directed to establish/reconstitute their own School's Inventory & Disposal Committee.
4. The aforementioned composition shall take effect immediately until appropriately revoked or rescinded with a subsequent memorandum.
5. Immediate dissemination and of strict compliance to this Memorandum is highly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

supmcsr05/18/2021

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