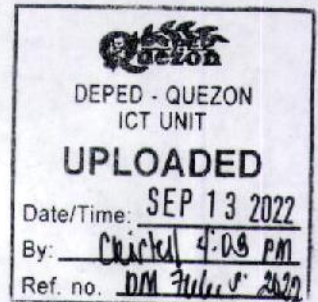




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



09 September 2022

DIVISION MEMORANDUM
 DM No. 766, s. 2022

**UPDATED COMPOSITION OF THE DIVISION INVENTORY COMMITTEE
 AND NOTICE OF MEETING**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Elementary and Secondary School Heads
 District and School Property Custodian
 All Others Concerned

1. With reference to Division Memorandum No.330, 2021, titled Composition of the Division Inventory Committee and Division Disposal Committee, this Office informs the updated composition of the SDO Inventory Committee

DIVISION INVENTORY COMMITTEE

Chairman: GREGORIO A. CO, JR., Assistant Schools Division Superintendent
Vice-Chairman: Maria Dolores D. Atienza, Administrative Officer V, - Gumaca & SDO
 George D. Aguila, Administrative Officer IV - Property and Supply,
 Real & Catanauan

Members:

Semi-Expendable Items & PPE: Hazel B. Salibio, ADAS III – Accounting
 Richard E. Vedaño, ADAS III – Accounting
 Hector C. Laurio, ADA VI - Supply

Building & Other Infrastructure: Engr. Ramir O. Arbolente, Engineer III
 Engr. Daniel I. Hutameres Jr., Sr Technical Assistant
 Engr. Gian Carlo O. Pardilla, Sr Technical Assistant
 Arvin P. Repaso, PDO II - DRRM

ICT-related Materials & Equipment: Wilbert B. Porteza, ITO I

Books and Learning Materials: Ronjemmele A. Rivera, Librarian II

Service Vehicle and Parts: Arlene M. Tolentino, AO II

CID Representative: Laarni Rose R. Gutierrez, EPS

SGOD Representative: Danica V. Jaranila, ADAS II

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OSDS Representative: **Kristoffer O. Oineza, AO II**
Secretariat: **Maria Cecilia S. Rodriguez, AO II**
Michelle P. De Mesa, 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 current value.
 - 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.
2. The Division Inventory Committee shall be assisted by the **Sub-Offices Technical Working Group** which shall have the following members:

GUMACA SUB-OFFICE

Jaymar Angelo V. Samson, AO II – Supply
Siegfred John N. Aguilar, AO II – Gumaca East
Paul Harvey M. Martinez, AO II – Gumaca West
John Mhar Aguilar, ADAS III - Accounting
Honeylee Ronquillo, ADAS III – Accounting
Melissa Barrameda, ADAS III - Accounting

REAL SUB-OFFICE

Arren Joy M. Lopez, AO II – Real
Anna Carina H. Bautista, AO II - Real
Monalyn M. Ortillano, AO II – Polillo
Jenelyn J. Llaneta, AO II – Patnanungan
Rizza Jan P. Del Valle, AO II - Infanta
Iona Portales, School Property Custodian
Enrico Balaguer, School Property Custodian
Glen Mar Repaso, School Property Custodian
Julius G. Meraña, ADAS III - Accounting
Nenita M. Orejola,, ADAS III - Accounting
Kaydee Prohibido, ADAS III - Accounting



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CATANAUAN SUB-OFFICE

Mary Keith Mignonette P. Apolinar, AO II - Catanauan
Reynaldo Reyes, AO II – Catanauan
Jun Rodney R. Landicho, AO II – Catanauan
Ollric Trinidad, AO II – Catanauan
Joseph Malaya, School Property Custodian
April Martinez, ADAS III - Accounting
Louie Kristopher Fortunado, ADAS III - Accounting
Adrian Flores, ADAS III - Accounting

3. The aforementioned composition shall take effect immediately until appropriately revoked or rescinded with a subsequent Memorandum.
4. In line with this memorandum, a face to face meeting of the Division Inventory Committee will be conducted on September 14, 2022 at 9:00 am at the Library Hub. While the participants in the Sub-Offices are expected to attend the brief online meeting through Zoom. The meeting link will be sent in respective group chats
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

Supmcsr09/09/2022

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