



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

September 6, 2023

DIVISION MEMORANDUM
No. 352 s. 2023

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

To: REBECCA C. SAGOT, CESO VI, Assistant Schools Division Superintendent
DR. EDUARD C. AMOGUIS, Chief – Curriculum Implementation Division
RAMEL M. PILO, Chief – School Governance Operations Division
ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS
ALL DIVISION PERSONNEL
ALL OTHER CONCERNED

In the interest of the service pursuant to Section 490 Volume 1 of the Government Accounting and Auditing Manual (GAAM) *states that Physical Stock-Taking is an indispensable procedure for checking the integrity of property custodianship* and pursuant to the Presidential Decree No. 1445, Executive Order No. 888 series of 1983, COA Circular No. 89-296 dated January 27, 1989, National Budget Circular No. 425 dated January 28, 1992 and Executive Order No. 309 dated March 1996, this set of guidelines in the divestment or disposal of government property and other asset is hereby prescribed.

This Office hereby informs the field and all concerned parties of the creation of the Division Inventory Committee and Division Disposal Team with composition and roles specified hereunder.

DIVISION INVENTORY COMMITTEE

Chairperson : Rebecca C Sagot, VI, Asst Schools Division Superintendent
Alternate : Dr. Eduard C. Amoguis, Chief – SGOD
Vice-Chair : Christopher B. Gonzales, EPS
Aldrin S. Gevila, AO IV – Property & Supply

Members

Semi-Expendable Property & PPE:	Jouanny P. Dorotan, ADAS II Ma. Lourdes M. Quesada, Accountant III
Building & other infrastructure:	Engr. Elielou P. Jumawan, Engr. III
ICT-related Materials & Equipment:	Engr. Paul E. Arsolon, IT I
Books and Learning Materials:	Charline V. Udani, Librarian II
Service Vehicle and parts:	Rey B. Mascariñas, AA I

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CID Representative: Edgar L. Manaran, EPS
 SGOD Representative: Garry D. De Vera, Nurse II
 OSDS Representative: Herbert G. John Miras, ADAS II

Secretariat: Rizza Grace L. Gallega, ADAS II
 Judy Mae B. Besonia, AO II
 Mary Jane D. Cabrera
 Elvin A. Anajao, PDO I

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

1. Verify the existence of inventoriable items, property and equipment, its location, counts and unit of measurement.
2. Establish accountability and responsibility over the properties and equipment.
3. Determine the condition and functionality of properties and equipment.
4. Prepare and submit the final inventory report/s together with the findings and recommendations to the Schools Division Superintendent.
5. Perform other inventory-related duties as may be required.

Below is the frequency of inventory-taking activities:

Cut-Off Date	Start of Inventory	Submission of Report
June 30	1 st working day of April	On or before July 31 of the current year
December 31	1 st working day of October	On or before January 31, of the Succeeding year

Note: the committee may conduct announced inventory.

DIVISION DISPOSAL COMMITTEE

Chairman: Rebecca C Sagot, CESO VI, Asst Schools Division Superintendent
 Alternate: Dr. Eduard C. Amoguis, Chief – SGOD

Vice-Chair: Christopher B. Gonzales, EPS
 Aldrin S. Gevila, AO IV – Property & Supply

Members

Semi-Expendable Property & PPE: Jouanny P. Dorotan, ADAS II
 Ma. Lourdes M. Quesada, Accountant III

Building & other infrastructure: Engr. Elielou P. Jumawan, Engr. III

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 Herbert John G. Miras, ADAS II
 Judy Mae B. Besonia, ADAS III
 Mary Jane D. Cabrera, AO II
 Elvin A. Anajao, PDO I



The following are the roles and functions of the Disposal Committee:

1. Require the submission by the concerned offices/sections/schools of requests/reports of the asset to be disposed of, and all necessary documents pertaining thereto.
2. Deliberate the requests for disposal of unserviceable properties/materials.
3. Inspect the unserviceable properties/materials/equipment to be disposed of and verify the justification for disposal.
4. Set the final appraised value of the disposable property based on existing government provisions related thereto.
5. Submit related reports (Waste Materials Report (WMR), Inventory and Inspection Report of Unserviceable Property (IIRUP) for PPE and Inventory and Inspection Report of Unserviceable Semi-expendable Property (IIRUSP) for Semi-expendable Assets) to the Schools Division Superintendent.
6. Recommend to the Schools Division Superintendent the approval, including the manner and justification, for disposal.

The members of the Division Inventory Committee and Division Disposal Committee shall have a renewable term of assignment for two (2) years unless otherwise terminated or revoked. In the event of transfer to another office, resignation, termination of service and recall of assignment of a member, his/her immediate supervisor should recommend a replacement.

For information and guidance.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

