




**DIVISION MEMORANDUM**

No. 83, s. 2019

**TO :** SDO Personnel and All Others Concerned

**FROM :**   
**CATALINA P. PAEZ, Ph. D., CESO VI**  
Schools Division Superintendent

**DATE :** July 8, 2019

**SUBJECT :** **RECOMPOSITION OF DIVISION INVENTORY TEAM**

1. This is to announce the composition of the Division Inventory Team of the City Schools Division of the Science City of Munoz.

**Chair:** STELLA MARIE C. DUMALE  
Administrative Officer IV – Supply

**Members:** JOMEL V. MANGAWANG  
Accountant III

RODOLFO A. DIZON  
Education Program Supervisor

ANGELICA S. FERNANDO  
Project Development Officer II

ENGR. MARLON V. SIMINIG  
Planning Officer III

ENGR. ALVIN TANGONAN  
Senior Technical Assistant II

JOY KARREN DUMALE  
Administrative Assistant III

2. The team shall perform periodic physical count of all property, plant and equipment (PPE) of the division and will prepare the Report on Physical Count of PPE (RPCPPE) per Section 38, Chapter 10, of the Government Accounting Manual.
3. For information and guidance.

*Loyal, Excellent, Accountable and Dedicated to Service*