



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

April 15, 2024

SCHOOLS DIVISION MEMORANDUM

No. 14,

s. 2024

**RECONSTITUTION OF SCHOOLS DIVISION INVENTORY
AND DISPOSAL COMMITTEE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Relative to the issued COA Circular No. 2020-006 dated January 31, 2020 entitled *Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies*, this Office hereby reconstitutes the Schools Division Inventory and Disposal Committee (SDIDC) as follows:

Chairperson: RONILO E. HILARIO PhD
Assistant Schools Division Superintendent

Vice-Chairperson: FHRIESSY CRUZ S. BERMUDA, II
Administrative Officer V

Members:

Property Plant and Equipment: JOMEL V. MANGAWANG
Accountant III/Accounting Unit

WINNIE S. VALDEZ
Administrative Officer IV/Supply Unit

CARIZALDY P. PAGAY
Administrative Aide VI/Supply Unit

ANN CATHLYN T. ACOSTA
Administrative Assistant III/Accounting

Land and Land Improvements,
Building and Other Infrastructure: MARLON V. SIMINIG
Planning Officer III

ALVIN D. TANGONAN
Senior Technical Assistant II/DepEd- Engineer



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

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DSCM-QMS-QMR-QSF-008 Rev.06 (03.23.23)



Certificate No. 50500731 OM15



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Books and Learning Materials: MA. MERCEDES P. MANABAT
LIBRARIAN

ICT Related Materials: JOHANN M. TABING
Information Technology Officer I

Observer: COA Representative

2. For inventory, the SDIDC shall do the following duties and responsibilities:
- perform periodic physical count of all property, plant and equipment (PPE) of the Schools Division Office of Science City of Munoz and Schools under its supervision;
 - update Property, Plant and Equipment Ledger Cards (PPELCs) and determine Property, Plant and Equipment (PPE) account classification;
 - reconcile PPE records of Accounting section;
 - prepare Physical Inventory Plan using the following:
 - List of PPE items recorded in the PPELCs but not included in the RPCPPE/PIR
 - List of PPE items included in RPCPPE not included in the PPELCs
 - Latest RPCPPE/PIR;
 - document Physical Count in Inventory Count Form and clearly state that the condition of PPEs such as:
 - In good condition
 - Needing repair
 - Unserviceable
 - Obsolete
 - No longer needed
 - Not used since purchased
 - Etc.;
 - tag PPEs with new paper sticker containing new information provided by the COA Circular No. 2020-006;
 - include the physical count and tagged with property stickers those PPEs “found station” and describe in the Remarks Column of the ICF as “found station”;
 - describe as “non-existing” or “missing” in the Remarks Column of the ICF those PPEs included in the inventory working papers but are not found during the physical count;
 - distribute RPCPPE as follows:
 - Original - COA Auditor
 - Copy 2 - Accounting Unit
 - Copy 3 - Property Unit
 - Copy 4 - Division Inventory Committee; and
 - perform other duties as may be assigned by the immediate supervisor or the Head of the Schools Division Inventory Committee.



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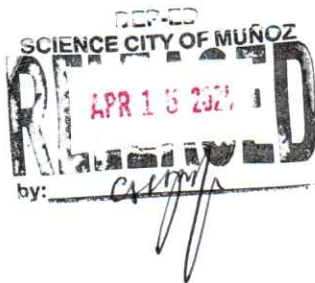


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3. For disposal, the SDIDC shall have the following roles and functions:
 - a. require the submission by the concerned offices/sections/schools of request/reports of the assets to be disposed of, and all necessary documents pertaining thereto.
 - b. facilitate the disposal of waste materials and unserviceable property.
 - c. conduct inspection of unserviceable property to determine whether the item is with or without value.
 - d. set the final appraise value of all disposal property based on existing government provisions related thereto.
 - e. submit related reports (Waste Material Report and Inventory and Inspection of Unserviceable Property) to the Schools Division Superintendent for approval.
4. In line with these, all schools are hereby directed to establish/reconstitute their own School Inventory and Disposal Committees.
5. Immediate and wide dissemination of this Memorandum is highly desired.



Johanna N. Gervacio
JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

WSV/reconstitution of schools division inventory and disposal committee
001/April15,2024



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