



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

May 10, 2022

DIVISION MEMORANDUM

No. 143, s. 2022

**CONSTITUTION OF THE DIVISION INVENTORY AND DISPOSAL COMMITTEE FOR
THE CONDUCT OF INVENTORY OF PROPERTY, PLANT AND EQUIPMENT (PPE),
RECOMMEND MODE OF DISPOSAL AND CLEANSING OF PPE ACCOUNT
BALANCES FOR THE DIVISION OFFICE**

To: ASDS
Chiefs, SGOD/CID
Unit Heads
All others concerned

1. COA Circular No. 2020-006 dated January 31, 2020, mandates the cleansing of PPE accounts of government agencies to establish PPE balances that are verifiable as to existence, condition, and accountability.
2. Pursuant to Section 5 of aforesaid COA Circular, this Office hereby constitute the **Division Inventory and Disposal Committee** which shall conduct disposal activities of Waste Materials and Unserviceable Properties on **May 21-22, 2022**, for PPEs classified as **Unserviceable or Beyond Economical Repair** approved by this Office


Chairman - NOE M. HERMOSILLA, Chief, SGOD
Members - Engr. ZYRA D. ULTRA, Division Engineer
- DEAH A. GAMAO, CPA, Division Accountant
- ROMEO D. MIJARES, Supply Officer
- VERGEL E. BUNA, in-Charge, General Services

Secretariat - MARIA GLORAIA F. LOGARTA, Administrative Officer II
- DENNIS MERK ORSOLINO, Administrative Officer II

COA Rep. - Audit Team Leader or Authorized Representative

3. As such, the members of the committee shall xxx **be temporarily relieved of their regular duties to devote full time in the conduct of physical inventory until the same is completed** xxx as per Section 5.3 of the same guidelines.
4. Immediate dissemination of this Memorandum to all concerned is desired.


LANI H. CERVANTES, CESO VI

 Schools Division Superintendent

