



Department of Education  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Malaybalay City

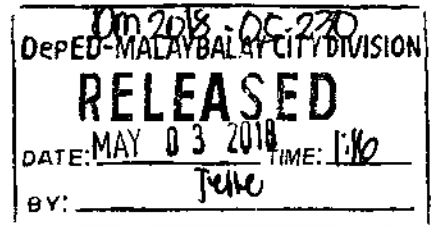


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May 3, 2018

**DIVISION MEMORANDUM**  
NO. 23 S. 2018

**TO :** Jutchel L. Nayra, Administrative Officer V  
Paul John Arias, IT Officer  
Manuel D. Dinlayan II, PDO II  
Paterno Padua, PDO I  
Darvy C. Dagumol, AO IV Property & Supply  
Edgar B. Blasé, Administrative Aide  
Brayan Garces, Administrative Aide VI



**RE :** COMPOSITION OF THE DIVISION INVENTORY COMMITTEE

1. In preparation to the upcoming Annual Physical Count of Inventories you are hereby designated to compose the Division Inventory Team:

Chairperson:

Jutchel L. Nayra, Administrative Officer V

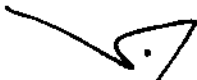
Members:

John Paul Arias, IT Officer  
Manuel D. Dinlayan II, PDO II  
Paterno T. Padua Jr., PDO I  
Darvy C. Dagumol,, AO IV Property & Supply  
Edgar B. Blasé, Administrative Aide  
Brayan B. Garces, Administrative Aide VI

2. As the Inventory Committee you are advised to observe the following:

- Consolidate copy of Inventory Reports from School/District Property Custodian.
- Upon the initial count, all inventory transactions in the school (e.g returning/movement of borrowed IMs, txt, equipment, etc.) should cease.
- Physical count should only be conducted on books, equipment, supplies, etc physically available in the custody of the School Property Custodian.
- Account unreturned books/equipment.

- Immediately reconcile discrepancies on actual count.
  - Frequent and required breaks should be considered to make sure everyone stays fresh and alert.
3. All expenses incurred during the school/district inventory shall be charged to local funds subject to the usual accounting and auditing procedures.
  4. For information, guidance and compliance.

  
**REBONGAMIL R. BAGUION**  
Schools Division Superintendent  
*May 16*

Copy furnished: Records Unit  
Property Unit

To be posted in the website.