



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF ABRA**

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Division Memorandum  
 No. 317, s. 2022

**CONSTITUTION OF THE SCHOOLS DIVISION OFFICE OF ABRA  
 INVENTORY COMMITTEE FOR THE ONE-TIME CLEANSING OF  
 PPE ACCOUNT BALANCES OF NATIONAL AGENCIES**

To: **Assistant Schools Division Superintendent**  
**Accountant III**  
**Administrative Officer V – Budget Officer**  
**Administrative Officer V – Admin.**  
**Administrative Officer IV – Supply Officer**  
**Administrative Officer III – Property & Supply**  
**Administrative Assistants II & III from the Finance Section**  
**Administrative Aides from the Supply Section**

1. Pursuant to COA Circular No. 2020-006 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", the members of Schools Division of Abra Inventory Committee are hereby constituted as follows:

CHAIRMAN: **CELIA S. BOLANTE, CPA**  
 Accountant III

CO-CHAIRMAN: **MERLY B. BARGAS**  
 Administrative Officer IV – Property & Supply

MEMBERS	RESPONSIBILITIES	EXPECTED OUTPUTS
<b>CHECKERS AND COUNTERS</b>  <b>LEO B. GUZMAN</b> Agriculturist I	<ul style="list-style-type: none"> <li>Responsible for checking the existence of PPE and Semi-Expendable items.</li> <li>Responsible for the verification of Accountable Officer for the particular item per office.</li> </ul>	<ul style="list-style-type: none"> <li>Verified Report on Physical Count of PPE (RPCPPE)</li> </ul>
<b>CHECKERS AND COUNTERS</b>  <b>GEREX B. PABILLANO</b> Administrative Assistant III	<ul style="list-style-type: none"> <li>Confirm all accountabilities based on Inventory Working Paper and must be reported to Property for renewal of PAR.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed accountabilities and complete file of PAR.</li> </ul>





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<p><b>CHECKERS AND COUNTERS</b></p> <p><b>JULIUS B. BLAZA</b> Administrative Assistant III</p>	<ul style="list-style-type: none"> <li>Assign and affix sequence numbers to all items with temporary number tags to guide the taggers.</li> </ul>	<ul style="list-style-type: none"> <li>Assigned and affixed sequence numbers to all items with temporary number tags</li> </ul>
<p><b>CHECKERS AND COUNTERS</b></p> <p><b>AGNEDA T. PRINCER</b> Administrative Assistant III</p>	<ul style="list-style-type: none"> <li>Submit report per item and per office to the property office for preparation and printing of property sticker.</li> </ul>	<ul style="list-style-type: none"> <li>Inventory Count Form (ICF) with New Property No.</li> </ul>
<p><b>TAGGERS</b></p> <p><b>ANGELICA P. BERMUDEZ</b> Administrative Assistant III</p> <p><b>NORVHEE JOY B. GALLARDO</b> Administrative Assistant III</p> <p><b>ABNER B. DIMAANDAL</b> Administrative Aide II</p>	<ul style="list-style-type: none"> <li>Responsible for the printing of Property Tags based on the submitted list of checkers and counters.</li> <li>Responsible for affixing property stickers to PPE and Semi-Expendable Items based on the report prepared by the Asset Management support staff.</li> </ul>	<ul style="list-style-type: none"> <li>Team up to tag all PPE items with new property stickers.</li> </ul>
<p><b>VALIDATORS</b></p> <p><b>MAYBEL AIZA P. PACLEBA</b> Administrative Assistant II</p> <p><b>OROSIA ARNOLDA LIWLIWA R. SALAZAR</b> Administrative Assistant III</p>	<ul style="list-style-type: none"> <li>Countercheck and validate the Inventory Working Paper for:             <ol style="list-style-type: none"> <li>Semi-Expandable Office Equipment</li> <li>Semi-Expandable Sports Equipment</li> <li>Semi-Expandable Other Machinery</li> </ol> <p>based on the number of inventories and those "found at the station" as declared by the Counter and Checkers, including the color code of equipment based on each category.</p> </li> </ul>	<ul style="list-style-type: none"> <li>Validated Inventory Working Paper for Semi-Expandable Office Equipment, Semi-Expandable Sports Equipment &amp; Semi-Expandable Other Machinery</li> </ul>





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<p><b>VALIDATORS</b></p> <p><b>RIZANNE C. COLLADO</b> Administrative Assistant III</p> <p><b>MARLOWE R. GALLARDO</b> Administrative Assistant III</p>	<ul style="list-style-type: none"> <li>Countercheck and validate the Inventory Working Paper for:             <ol style="list-style-type: none"> <li>Semi-Expandable Communication Equipment</li> <li>Semi Expandable Information and Communication Technology Equipment</li> </ol> </li> </ul> <p>based on the number of inventories and those "found at the station" as declared by the Counter and Checkers, including the color code of equipment based on each category.</p>	<ul style="list-style-type: none"> <li>Validated Inventory Working Paper for Semi-Expandable Communication Equipment &amp; Semi Expandable Information and Communication Technology Equipment</li> </ul>
<p><b>VALIDATORS</b></p> <p><b>ESTHER R. TAMAYO</b> Administrative Assistant III</p> <p><b>MARIA FE B. ALCOS</b> Administrative Assistant III</p>	<ul style="list-style-type: none"> <li>Countercheck and validate the Inventory Working Paper for:             <ol style="list-style-type: none"> <li>Semi Expandable Furniture and Fixtures</li> <li>Semi Expandable Medical Equipment</li> <li>Semi Expandable Other Equipment</li> </ol> </li> </ul> <p>based on the number of inventories and those "found at the station" as declared by the Counter and Checkers, including the color code of equipment based on each category.</p>	<ul style="list-style-type: none"> <li>Validated Inventory Working Paper for Semi Expandable Furniture and Fixtures, Semi Expandable Medical Equipment &amp; Semi Expandable Other Equipment</li> </ul>





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<p><b>ASSET MANAGEMENT SUPPORT STAFF</b></p> <p><b>HAZEL B. BAROÑA</b> Administrative Officer III</p>	<ul style="list-style-type: none"> <li>Responsible for the preparation of Inventory Working Paper for the use of Checkers and Counters.</li> <li>Responsible for the revision, editing, and updating of Inventory Working Paper based on findings of checkers and counters.</li> <li>Responsible for Providing the Inventory Committee with the list of items for derecognition.</li> </ul>	<ul style="list-style-type: none"> <li>Prepared Report on Physical Count of PPE (RPCPPE) which shall serve as the Inventory Working Paper.</li> <li>Revised/updated Report on Physical Count of PPE (RPCPPE) which shall serve as the Inventory Working Paper.</li> <li>List of items for derecognition</li> </ul>
<p><b>ASSET MANAGEMENT SUPPORT STAFF</b></p> <p><b>JAHRELL B. BALUBAR</b> Administrative Aide VI</p>	<ul style="list-style-type: none"> <li>Responsible for updating Property Card, Registry of Semi-Expendable Property Issued, Semi Expendable Property Card, and Report of Semi Expendable Property Issued.</li> <li>Responsible for the cross-checking of copies of PAR and ICS for all items NOT found during the inventory taking.</li> <li>Prepare new/renewal of PAR and ICS.</li> <li>Facilitate the signing of PAR and ICS.</li> </ul>	<ul style="list-style-type: none"> <li>Updated Property Card, Registry of Semi-Expendable Property Issued, Semi Expendable Property Card, and Report of Semi Expendable Property Issued</li> <li>Renewed PAR and ICS</li> </ul>

2. This division memorandum shall serve as official designation of all above-mentioned division personnel effective upon the signing of this memorandum until reconstituted or revoked.

3. The SDO Abra Inventory Committee shall perform all above-mentioned responsibilities and all necessary activities in the conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and






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Disposition for Non-Existing / Missing PPE Items for the One-time Cleansing of PPE Account Balances of SDO Abra.

4. Prior to the conduct of inventory taking, the Inventory Committee shall plan and strategize on how to conduct and complete the physical inventory within the prescribed period. A Physical Inventory Plan (PIP) shall be prepared containing the schedule of activities specifying the dates and locations of the inventory taking activities from start up to the targeted completion of the physical inventory and shall be approved by the head of the agency. A copy of the approved PIP shall be submitted to the COA Audit Team at least ten (10) calendar days before the scheduled start of inventory. The head of the Inventory Committee shall ensure that the inventory taking activities are executed in accordance with the approved PIP.
5. The Inventory Committee shall adhere with the procedural guidelines stipulated in COA Circular No. 2020-006.
6. An active cooperation of all concerned division personnel is expected to ensure the full delivery of outputs.
7. Wide dissemination and strict compliance with this memorandum are hereby requested.

  
**BENILDA M. DAYTACA, EdD CESO V**  
Schools Division Superintendent

Enc./s: COA-CIRCULAR-NO.-2020-006-January-31-2020  
CSBoIante-OSDS-Finance

