

# Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF ABRA



October 10, 2022

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

Assistant Schools Division Superintendent To:

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

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** 

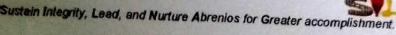
Administrative Officer IV - Property & Supply

MEMBERS	RESPONSIBILITIES	EXPECTED OUTPUTS
CHECKERS AND COUNTERS  LEO B. GUZMAN Agriculturist I	<ul> <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>	Verified Report on Physical Count of PPE (RPCPPE)
CHECKERS AND COUNTERS  GEREX B. PABILLANO Administrative Assistant III	Confirm all accountabilities based on Inventory Working Paper and must be reported to Property for renewal of PAR.	Confirmed     accountabilities     and complete file of     PAR.

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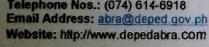


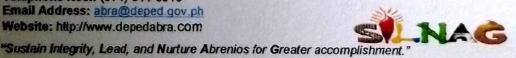
# Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF ABRA

SCHOOLS DIVISION OF ABRA				
CHECKERS AND COUNTERS  JULIUS B. BLAZA Administrative Assistant III	Assign and affix sequence numbers to all items with temporary number tags to guide the taggers.	Assigned and affixed sequence numbers to all items with temporary number tags		
CHECKERS AND COUNTERS  AGNEDA T. PRINCER Administrative Assistant III	Submit report per item and per office to the property office for preparation and printing of property sticker.	Inventory Count Form (ICF) with New Property No.		
ANGELICA P. BERMUDEZ Administrative Assistant III  NORVHEE JOY B. GALLARDO Administrative Assistant III  ABNER B. DIMAANDAL Administrative Aide II	<ul> <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>	Team up to tag all PPE items with new property stickers.		
VALIDATORS  MAYBEL AIZA P. PACLEBA Administrative Assistant II  OROSIA ARNOLDA LIWLIWA R. SALAZAR Administrative Assistant III	Countercheck and validate the Inventory Working Paper for:  a. Semi-Expandable Office Equipment  b. Semi-Expandable Sports Equipment  c. Semi-Expandable Other Machinery  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.	Validated Inventory Working Paper for Semi- Expandable Office Equipment, Semi-Expandable Sports Equipment & Semi-Expandable Other Machinery		

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# Department of Coucation Cordillera Administrative Region SCHOOLS DIVISION OF ABRA

#### VALIDATORS

RIZANNE C. COLLADO

Administrative Assistant m

MARLOWE R. GALLARDO

Administrative Assistant

- Countercheck and validate the Inventory Working Paper for:
  - a. Semi-Expandable Communication Equipment
  - Expandable b. Semi Information and Communication Technology Equipment

based on the number of inventories and those "found at the station" as declared by the Counter and Checkers. including the color code equipment based on each category.

Validated Inventory Paper Working Semi-Expandable Communication Equipment Semi Expandable Information and Communication Technology Equipment

## VALIDATORS

ESTHER R. TAMAYO

Administrative Assistant III

MARIA FE B. ALCOS

Administrative Assistant

- Countercheck and Inventory validate the Working Paper for:
  - Expandable a. Semi **Furniture** and **Fixtures**
  - b. Semi Expandable Medical Equipment
  - Semi Expandable Other Equipment

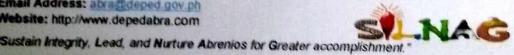
based on the number of inventories and those "found at the station" as declared by the Counter and Checkers. including the color code of equipment based on each category.

Validated Inventory Working Paper for Semi Expandable Furniture and Fixtures. Semi Expandable Medical Equipment Semi Expandable Other Equipment

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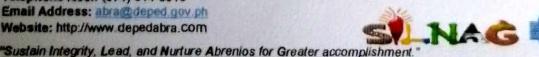
SCHOOLS DIVISION OF ABRA			
ASSET MANAGEMENT SUPPORT STAFF  HAZEL B. BAROÑA Administrative Officer III	Responsible for the preparation of Inventory Working Paper for the use of Checkers and Counters.	Prepared Report on Physical Count of PPE (RPCPPE) which shall serve as the Inventory Working Paper.	
	Responsible for the revision, editing, and updating of Inventory Working Paper based on findings of checkers and counters.	<ul> <li>Revised/updated Report on Physical Count of PPE (RPCPPE) which shall serve as the Inventory Working Paper.</li> </ul>	
	Responsible for Providing the Inventory Committee with the list of items for derecognition.	List of items for derecognition	
ASSET MANAGEMENT SUPPORT STAFF  JAHRELL B. BALUBAR Administrative Aide VI	Responsible for updating Property Card, Registry of Semi-Expendable Property Issued, Semi Expendable Property Card, and Report of Semi Expendable Property Issued.	<ul> <li>Updated Property Card, Registry of Semi-Expendable Property Issued, Semi Expendable Property Card, and Report of Semi Expendable Property Issued</li> </ul>	
	<ul> <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>	Renewed PAR and ICS	

- This division memorandum shall serve as official designation of all abovementioned division personnel effective upon the signing of this memorandum until reconstituted or revoked.
- The SDO Abra Inventory Committee shall perform all above-mentioned 3. 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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# Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF ABRA

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

- 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.
- The Inventory Committee shall adhere with the procedural guidelines stipulated in COA Circular No. 2020-006.
- 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 MI DAYTACA, EdD CESO V Schools Division Superintendent

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



