



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

January 5, 2026

DIVISION MEMORANDUM
No. **070**, s. 2026

COMPOSITION OF DIVISION INVENTORY COMMITTEE

To : Assistant Schools Division Superintendent
Chief of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Elementary and Secondary School Heads
Section Heads
School AO II/Property Custodian
All Others Concerned

1. Pursuant to Section 5 of 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 existence, condition, and accountability. This Office hereby constitute the Division Inventory Committee, to wit;

Chairman	: Dr. Eduardo A. Ompad EdD, CESE
Vice Chairman	: Dr. Wilfreda O. Flor PhD.
Members	: Mrs. Gabina F. Ladaran : Mr. Fermin M. Albutra : Mrs. Nicanora Gretli S. Fostanes : Mrs. Lilian M. Baloria
Secretariat	: Mrs. Joan Q. Choudry : Mr. Edwin Marcarinas : Mrs. Dianne Cicily Jeminez
COA Representative	: Resident Auditor/Representative

2. The Division Inventory Committee shall have the following functions and responsibilities:
 - a. Responsible for the actual count to ascertain the existence, completeness and condition of all PPEs owned by the government agency;
 - b. Plan/strategize on how to conduct the physical inventory within the prescribed period;
 - c. Updated property records based on the results of the physical inventory and reconciled with accounting records to come up reconciled balances of PPE accounts as the reliable and correct balance of the agency's PPEs.
3. Immediate dissemination of this memorandum is desired.


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Schools Division Superintendent 