




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
CITY SCHOOLS DIVISION OF DIGOS CITY
Digos City


**Office of the City Schools Division
Superintendent**


Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 168, s. 2016


TO :

EMMANUEL P. HUGO 
Chief
Schools Governance and Operation Division

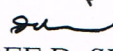
MARCELINO E. RANOLLO 
Administrative Officer IV (Supply Section)

GERWIN RYAN L. RABAYA 
Attorney III

HELEN N. FRANCONAS 
Engineer III

STEPHEN R. PASCUAL 
Information Technology Officer I

FROM :

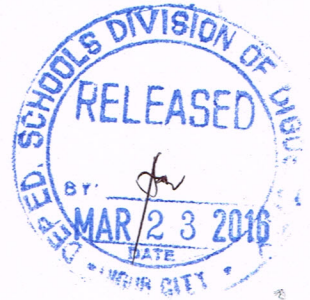

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT :

Inventory, Appraisal and Disposal Team

DATE :

March 18, 2016



In pursuance to the provisions of Republic Act No. 9184 on Bids and Awards Committee (BAC), and in the exigency of the service, you are hereby directed to compose the Division BAC Sub-committee on Inventory, Appraisal and Disposal with corresponding functions as follows:

Chairman : EMMANUEL P. HUGO
Members : MARCELINO E. RANOLLO
HELEN N. FRANCONAS
GERWIN RYAN L. RABAYA
STEPHEN R. PASCUAL

As such, the team is expected to perform the following duties and responsibilities:

- a. Prepare Agency Procurement Request (APR) for all items to be procured at the DBM-PS including procurement of common-use items that are available at DBM-PS;
- b. Prepare PR for common-use items not available at DBM-PS and not exceeding Php 250,000.00 for submission to the BAC;
- c. Request and conduct pre-inspection of supplies and materials;
- d. Accept delivered supplies, materials and equipment based on the approved Purchased Order (PO)/Contract/Job Order (JO) and prepare Inspection and Acceptance Report (IAR);
- e. Prepare and submit disbursement vouchers together with the necessary documents to the Accounting Unit for payment;
- f. Distribute available supplies, materials and equipment to the different requesting end-users with the corresponding Inventory Custodian Slip (ICS) and Acknowledgement Receipt on Equipment (ARE);
- g. Prepare the monthly Report of Supplies and Materials Issued (RSMI) to be submitted to the Accounting Office every 5th day of the succeeding month;
- h. Monitor and prepare report on the deliveries of all centrally procured supplies, materials and equipment for submission to the Regional Office;
- i. Prepares Report on the Physical Count of Inventories (RPCI) and the Property, Plant and Equipment (PPE);
- j. Identifies unserviceable equipment and waste materials for disposal and prepare Inventory and Inspection Report of Unserviceable Property (IIRUP) and Waste Materials Report (WMR) for submission to the disposal committee; and
- k. Perform other related functions as deemed necessary.

The aforementioned team composition shall take effect immediately until appropriately revoked or rescinded with a subsequent memorandum.

For compliance.