



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2022-058

To : Sollie B. Oliver - SGOD Chief
 Ferdinand Magdadaro – Administrative Officer II
 Maria Bernadette C. Pagayon – Administrative Officer II
 Danilo Ebol, Jr. – ADAS III

Subject : Addendum to the Constitution of the Division Inventory Committee and Division Disposal Committee

Date : November 15, 2022

In addition to Division Memorandum No. 703 S. 2022 and in the exigency of the service, you are hereby directed to compose the Division Inventory Committee and Disposal Committee, to wit:

Chairman: Sollie B. Oliver - CID Chief
 Members: Francis Jude Alcomendras - Administrative Officer V
 Noreliza A. Misal - Accountant III
 Heidi B. Escalona - AMU Head – Designate

Members/In-charge:
 Motor Vehicles and Parts - Ferdinand Magdadaro
 Books and Learning Materials - M. Cadungog/J. Comaingking
 ICT – related Equipments - Stephen Pascual
 Building and Other Structures - Engr. Franconas
 Semi-Expendable Items & PPE - Noreliza Misal
 Medical, Dental and Lab. Equipt. - Jasmine Asarak

Secretariat:

Ma. Bernadette C. Pagayon - Administrative Officer II
 Ethel Calva - ADAS III
 Narylhind Barotoc - ADAS III
 Guy Maraasin - Administrative Officer II

Roles and functions: (On Inventory of Assets)

- Verify the existence of Semi-expendable items and Property, Plant and equipment, its location, count and unit of measurement.
- Identify the accountable person over the properties and equipments.
- Determine the condition and functionality of the properties and equipments.



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- d. Prepare and submit the final inventory report/s together with the findings and recommendations to the Schools Division Superintendent.
- e. Perform other inventory-related duties as may be required.

Frequency of Inventory-taking activity: Annually
Frequency of Disposal Activity: Semi-Annually

Roles and Functions: (Disposal Activity)

- a. Require the submission by the concerned offices/sections/schools of requests/reports of the assets to be disposed of, and all necessary documents pertaining thereto.
- b. Deliberate the requests for disposal of unserviceable properties/materials.
- c. Inspect the unserviceable properties/materials/equipment to be disposed of and verify the justification for disposal.
- d. Set the final appraise value of all the disposable properties based on existing government provisions related thereto.
- e. Recommend to the Schools Division Superintendent the approval, including the manner and justification, for disposal.

The members of the Division Inventory and Disposal Committee shall hold their positions for a period of two (2) fiscal years, subject to rules on removal.

For information and guidance.

CRISTY C. EPE
Schools Division Superintendent

Ed Schools Division of Digos City
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