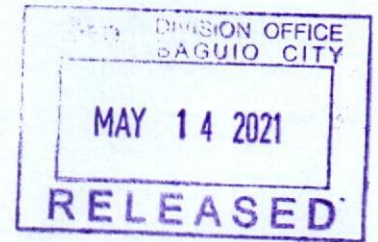




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 12, 2021

Division Memorandum
 No. 134, s. 2021

RE-ORGANIZATION OF THE DIVISION PHYSICAL INVENTORY COMMITTEE

TO: CID & SGOD Chief
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Personnel Concerned

1. Pursuant to AOM No. 2021-13, the composition of the Division Physical Inventory Committee is hereby re-organized amending Division Memorandum No. 09, s. 2020 specifically on the Inventory Committee.

PROPERTY, PLANT AND ACCOUNT DESCRIPTION	DESIGNATION	NAME OF PERSONNEL
Machinery Office Equipment Sports Equipment Technical and Scientific Equipment Other Machinery Motor Vehicles Furniture and Fixture Other Property, Plant and Equipment	Chairperson Members	Sofia G. Bermudez Mark Cyrus V. Vallejo Basilio Talco Arnold De Vera Romulo Borja
Building Schools Buildings Land Improvement Power Supply	Chairperson Members	Jennifer D. Polido Paul Lomas-e Fray Aliswag Roselyn Dimog
Information and Communication Technology Equipment	Chairperson Members	Harris G. Dizon Jr. Josef Oliveros Mark Donald Cabatic Nestor Percy
Books	Chairperson	Armi Victoria A. Fiangaan



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ISO 9001:2015 Certified
 Quality Management System
 CRN RU-19.2560.026
 Issued on 12/27/2019



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Department of Education
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SCHOOLS DIVISION OF BAGUIO CITY

	Members	Christopher David Oliva Lily Mabalot Jericho Bauer Laroco Jesse Lance Dawaton
Medical Equipment	Chairperson	Anna Melissa Repalda, MD
	Members	Juliet Ursabia Cynthia Cadawan Wally Jolly Conge

2. The functions of the chairperson and members are as follows:

- a. Take charge of the physical inventory-taking;
- b. Conduct property identification and coding
- c. Prepare inventory reports properly reconciled with accounting and inventory records.

3. For information, guidance and compliance.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



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