



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 17, 2025

OFFICE MEMORANDUM
 No. **010,2025**

INVENTORY COMMITTEE MEETING

To: Inventory Committee Members
 All Others Concerned

1. Pursuant to Commission on Audit (COA) Circular No. 06 s. 2020 titled Guidelines and Procedure in the Conduct of Physical Count of Property, Plants and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition/Missing PPE Items, for the One-Time Cleansing of PPE Account Balance of Government Agencies, this Office announces the meeting in preparation of the Physical Inventory of Semi-Expendable Equipment and Property, Plant and Equipment (PPEs) on February 18, 2025 at 9:00 am at the second floor mini conference hall.

2. Agenda are as follows:
- Designation of Physical Inventory Team;
 - Physical Inventory Taking;
 - Schedule for Physical Inventory Taking
 - Other related matters

3. The participants to this meeting are as follows:

<p>A. Buildings, Land Improvement and Power Supply: Chairperson: Jordan Gas-ib Members: Kimberly Yap Loida Durante Natalie Binayan</p> <p>B. Information and Communication Technology Equipment Chairperson: Harris G. Dizon Jr. Members: Natalie Binayan Jomarie Cordero Mark Ronald Cabatic</p> <p>C. Machinery Equipment (Office, Sports, Technical and Scientific) and Other Machinery (Motor Vehicle, Furniture and Fixture) Chairperson: Natalie T. Binayan Members: Jomarie Cordero Basilio Talco Arnold De Vera</p>	<p>D. Books Chairperson: Loida C. Mangangey Members: Vima G. Cadungog Jomarie P. Cordero Christopher David Oliva Phoebe Jane Navarrete Lily Mabalot</p> <p>E. Medical/Dental Equipment Chairperson: Roger D. Sinot Jr. Members: Ma. Loreto M. Andrada Natalie T. Binayan Jomarie P. Cordero Juliet A. Ursabia Cynthia S. Cadawan</p> <p>Accountant: Lilibeth G. Degsi Administrative Officer V: Nieves D. Ebanio</p>
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4. For information and guidance

SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS

OIC-Assistance Schools Division Superintendent

