



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

24 Apr 2026

**DIVISION MEMORANDUM**

No. 227, s. 2026

**CONSTITUTION OF DIVISION INVENTORY COMMITTEE**

**To:** OIC-Assistant Schools Division Superintendent  
OIC-CID Chief  
OIC-SGOD Chief  
Education Program Supervisors  
School Heads/OICs (Public Elementary and Secondary Schools)  
School Administrative Officer II (Public Elementary and Secondary Schools)  
All others concerned



1. In reference to Commission on Audit (COA) Circular No. 2020-006 dated January 31, 2023 (Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment [PPE], Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies), this Office hereby constitutes the Division Inventory Committee, as follows:

<b>Chairperson</b>	<b>RONNIE B. YOHAN</b> Administrative Officer V
<b>Vice-Chairperson</b>	<b>REENA JAY T. MARTY</b> Administrative Officer IV/Property & Supply  <b>PRECILA E. CUSTODIO</b> Accountant III
<b>Members</b>	<b>ENGR. KRISTINE JOY C. TABLIZO</b> Division Engineer  <b>NAAMAH C. MAMBALOS</b> Division IT Officer (OIC)  <b>JUNE BENCE L. ADELAN</b> EPS-SGOD  <b>JOSEPHUS PERSEUS B. BANAAG</b> Procurement Officer

	<p><b>REDEN M. CRUZADO</b> Division Librarian</p> <p><b>FEDELITO C. RIBON</b> Storekeeper/Property &amp; Supply</p> <p><b>MARICEL V. VELORIA</b> Administrative Assistant II</p>
<b>Secretariat</b>	<p><b>MA. EDNA J. ADOLFO</b> Administrative Assistant III/ Property &amp; Supply</p>


2. The Committee shall ensure the timely and accurate completion of inventory activities, in accordance with the attached Terms of Reference.
3. The Committee shall convene on April 27, 2026, at 9:00 AM to discuss the Terms of Reference and begin preliminary preparations for the One-Time Cleansing of PPE. Attendance is mandatory.
4. Schools are advised to constitute their Inventory Committee, adhering to the guidelines set forth in the referenced document.
5. For immediate dissemination and compliance.

Digitally signed by  
Lito A. Palomar  
Date: 2026.04.23  
Time: 19:12:12 +08:00

  
**LITO A. PALOMAR**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent 

Encl.: as stated  
Reference: as stated  
To be indicated in the Perpetual Index  
under the following subject:

INVENTORY  
COMMITTEES

asu-sp/rjtm/04-21-2026 

Enclosure No. 1 to Division Memorandum 227, s. 2026

## **TERMS OF REFERENCE**

### **Chairperson**

- a. Oversee the overall implementation and conduct of the physical inventory;
- b. Provide policy direction and ensure compliance with existing rules and regulations;
- c. Review the implementation and recommend necessary adjustments to improve processes.

### **Vice-Chairperson**

- a. Serve as Activity Focal Persons;
- b. Ensure the overall integrity, accuracy, and internal consistency of inventory data;
- c. Monitor the progress of the inventory activities and address issues encountered;
- d. Facilitate reconciliation of inventory and accounting records.

### **Members**

- a. Assist in the conduct of the physical inventory within their respective areas of expertise;
- b. Take charge of specific inventory components, as follows:
  - Infrastructure and buildings – Division Engineer
  - ICT equipment – Division IT Officer
  - Learning Resources – Division Librarian
- c. Validate existence, condition, and completeness of inventory items;
- d. Consolidate and submit inventory reports and supporting documents.

### **Secretariat**

- a. Provide administrative and technical support to the Committee;
- b. Prepare reports, documentation, and minutes of meetings;
- c. Maintain records and ensure proper filing of all inventory-related documents;
- d. Assist in the consolidation and submission of final reports.