



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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MEMORANDUM

TO : Retchel Sumampong  
Jennifer Sarigumba  
Jose Mariñas III  
Engr. Indanao  
Ananias Sumaylo  
Bernadito Taguisa  
Junicel T. Mancha  
Engr. Artemio B. Alo

FROM : NERI C. OJASTRO, Ed.D., CESE  
OIC, Office of the Schools Division Superintendent

SUBJECT : INVENTORY/INSPECTION COMMITTEES


DATE : JULY 04, 2019

Performing physical inventory is critical to the success of an organization. At any given time, Physical inventory reconciliation will help you find errors by checking the record against the actual stock. With accurate, up-to-date information about inventories, you'll be able to make informed decision that helps you save time and serve our client better.

Physical count can be a burdensome task and with this, Inventory Committees are created.

Composition of Inventory and Inspection Committees are as follows:

Office Supplies/ Materials	-	Retchel T. Sumampong Ananias Sumaylo Jennifer B. Sarigumba Bernadito T. Taguisa
PPE	-	Marife C. Rallos Junicel T. Mancha Engr. Louenie T. Indanao Engr. Artemio A. Alo
ICT	-	Marife C. Rallos Jose C. Mariñas III Retchel B. Sumampong Junicel T. Mancha

  
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Assistant Schools Division Superintendent  
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