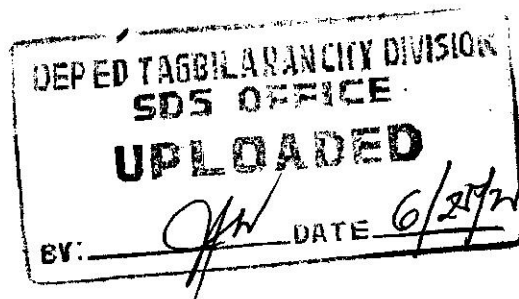




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

To : **IAN SUMAYLO (Accounting)**
CHRISTIAN JOHN CAPON (Accounting)
JAPHET A. REVEREAL (Supply)
LADY MAY KARAAN (Supply)



From : **JOSEPH IRWIN A. LAGURA ED.D**

RE : **Semi-Annual Inventory for Division Office Supplies, Materials & Equipment**

Date : **JUNE 23, 2020**

In order to strengthen the internal control over the handling of supplies, materials and equipment in the Division Office, Physical Count of the following items be conducted twice a year to facilitate reconciliation between the records of the Supply Unit/Division (per stock cards) and the Accounting Division/Section (Ledger Card).

In this connection, Semi-Annual Inventory will be conducted this coming June 30, 2020 to be participated by the following persons mentioned above.

Please be guided accordingly.

Thank you very much.

JIAL/CASH&SUPPLY/MCR



Address: Dampas District, Tagbilaran City, Bohol
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