



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2021-Cash & Supply - 100

To : **IAN SUMAYLO (Accounting)**
CHRISTIAN JOHN CAPON (Accounting)
JAPHET A. REVEREAL (Supply)
MARIFE C. RALLOS (Supply)
ALL DIVISION OFFICE PERSONNEL

From : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent *JL*

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

Date : **JUNE 28, 2021**

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 starting tomorrow June 30, 2021 to be participated by the following persons mentioned above.

To facilitate faster inventory tracking, just visit the link below to know the item/items listed under your name and kindly use your DepEd G-mail account to view.

<https://sites.google.com/depd.gov.ph/depd-tagbilaran-city-do/home>

Please be guided accordingly.

Thank you very much.

JIAL/CASH&SUPPLY/MCR



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