



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 - 001

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

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

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

Date : **December 29, 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 on January 03, 2022 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/deped.gov.ph/deped-tagbilaran-city-do/home>

Please be guided accordingly.

Thank you very much.

JIAL/CASH&SUPPLY/MCR



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