



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-2022-Cash & Supply - 223

To : **CHRISTIAN JOHN CAPON (Accounting)**
FAIRY ANN BABAISON (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 22, 2022**

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 December 29, 2022 to be participated by the following persons mentioned above.

Please be guided accordingly.

Thank you very much.

JIAL/CASH&SUPPLY/MCR



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