



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-2023-Supply - 106

To : **CHRISTIAN JOHN L. CAPON (Accounting)**
IVY JOY R. BARBANTE (Supply)
MARIFE C. RALLOS (Supply)

From : **WILFREDA D. BONGALOS PhD CESOV**
Schools Division Superintendent

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

Date : **June 13 , 2023**

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 June 30, 2023 to be participated by the following persons mentioned above.

Please be guided accordingly.

Thank you very much.

JIAL/SUPPLY/MCR



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph