



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 - 215

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

From : **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent

RE : **2023 DEPED TAGBILARAN CITY DIVISION'S YEAR-END INVENTORY
(SUPPLIES, MATERIALS, AND EQUIPMENT)**

Date : **December 29, 2023**

To strengthen the internal control over the handling of supplies, materials and equipment in the division office, physical count of the following items be administered twice a year to facilitate reconciliation between the records of the Supply Unit/Division (stock cards) and the Accounting Division/Section (Ledger Card).

In this connection, Semi-Annual Inventory will be done. Manual counting of supplies, materials, and equipment as of December 31, 2023, will be conducted on January 4-5, 2024, to be participated by the following persons mentioned above.

Please be guided accordingly.



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