



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-2024-Supply - **083**

To : **ALDRIN PAJO (Accounting)**
IVY JOY R. BARBANTE (Supply)
MARIFE C. RALLOS (Supply)

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

RE : **2024 DEPED TAGBILARAN CITY DIVISION'S YEAR-END INVENTORY
(SUPPLIES, MATERIALS, AND EQUIPMENT)**

Date : **June 6, 2024**

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 (per stock cards) and the Accounting Division/Section (Ledger Card).

In this connection, Semi-Annual Inventory will be done. Semi-Annual physical counting of supplies, materials, and equipment as of June 2024, will be conducted on June 24-28, 2024 to be participated by the following persons mentioned above.

Please be guided accordingly.

JIAL/CASH&SUPPLY/MCR



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