



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-2025-Supply - 009

To : **JERELYN T. TUMABANG (Accounting)**
MARIFE C. RALLOS (Supply)
KAREN Y. GUMBA (Supply)
JAPHET A. REVEREAL (Supply)

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

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

Date : **January 9, 2025**

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 December 31, 2024, will be conducted on January 13-17, 2025 to be participated in by the following persons mentioned above.

Please be guided accordingly.

WDB/ATMJr/CASH&SUPPLY/jjar



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