



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

December 17, 2025

DIVISION MEMORANDUM
OSDS-2025 284

To: **JAPHET A. REVEREAL** (Supply)
JOSE ANDREW U. SALISE (Supply)
KAREN Y. GUMBA (Supply)
JERELYN T. TUMABANG (Accounting)

2025 DEPED TAGBILARAN CITY DIVISION OFFICE YEAR-END INVENTORY
(SUPPLIES, MATERIALS, AND EQUIPMENT)

1. In compliance with existing Commission on Audit (COA) and Department of Education (DepEd) guidelines on property and supply management, and to strengthen the internal control over the handling of supplies, materials and equipment in the division office, you are hereby directed to conduct Physical Checking and Inventory of Supplies, Materials, and Equipment under this office as of December 31, 2025 on January 5 – 9, 2026, to facilitate reconciliation between the records of the Supply Unit (per stock card/semi expendable property card/property card) and the Accounting Unit (Ledger Card)
2. This activity is aimed at the following objectives: Validate accountability of property and supplies, ensure compliance with COA and DepEd guidelines, and facilitate accurate inventory reporting.
3. The above-mentioned personnel are expected to extend their full cooperation in this activity.
4. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/JAAL/SUPPLY/ATM/Jar



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