



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 04, 2024

DIVISION MEMORANDUM

No. 01, s. 2024

**INVENTORY COMMITTEE FOR THE CONDUCT OF PHYSICAL COUNT OF PROPERTY,
PLANT AND EQUIPMENT OF DEPED NAGA CITY DIVISION**

To: ALL School Heads
Elementary and Secondary Schools
Education Program Supervisors, PSDS
Division Office Personnel

Pursuant to section 490 of the Government Accounting and Auditing Manual (GAAM) Volume I, the Inventory Committee is hereby created in order to conduct the actual Physical Count of Property, Plant and Equipment of DepEd Naga City Properties for the Calendar year 2023. The Committee composed of the following:

Chairman	-	MELITA L. CANTON AO-IV, Property and Supply
Co-Chairman	-	MARY ANN B. ROSAURO Administrative Officer V
Member	-	ENGR. JUNMAR REY B. AGUILAR Division Engineer III
		ALLAN L. LEONEM Administrative Assistant III
		Accounting Personnel In-charge of PPE & MOOE

Please be guided accordingly.

SUSAN S. COLLANO PhD, CESO V
Schools Division Superintendent

