



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

December 16, 2025

**DIVISION MEMORANDUM**

OSDS NO. 172 s. 2025

**RECONSTITUTION OF DIVISION INVENTORY COMMITTEE**

To : Assistant Schools Division Superintendent  
Chiefs of SGOD and CID  
Cluster Heads  
Elementary and Secondary School Heads  
Schools Division Office Personnel  
Teaching and Non-Teaching Personnel  
This Division

1. Pursuant to **Commission on Audit Joint Circular No. 2020-06**, dated January 31, 2020 or the "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant, and Equipment (PPE), Recognition of PPE Items, Found at the Station, and Disposition for Non-Existing/Missing PPE Items, for One-Time Cleansing of PPE Account Balances of Government Agencies", The reconstituted Inventory Committee shall be composed of the following:

**Chairman** : Vivien O. Lima

**Vice Chairman** : Jonel G. Solomon, CPA

**Members** :

For School and Office Building, Furniture and Fixtures,  
Land and Land Improvements

- Engr. Oliver O. Godoy - SGOD
- Engr. Keiff Humprey M. Bedia - SGOD
- Kelvin A. Apud - Accounting Section

For ICT Equipment, Science and Math Equipment,  
Learning Resources

- Joey M. Lozano - ICTU
- Rex Louis P. Roncesvalles- ICTU
- Rona L. Bred - CID
- Leonora R. Po - CID
- Jonald S. Cadiao - CID



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Website: [depedtacurong.org](http://depedtacurong.org)



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For Motor Vehicles, Office Equipment, other PPE and Supplies/Materials

- Genesis D. Sucaldito - General Services Unit  
- Wendell D. Balabagan - General Services Unit

COA Representative

**Secretariat:**

Chairman	:	Eljan S. Diaz	-	Supply & Property Unit
Vice Chairman	:	Jeralden L. Paladin	-	Accounting Section
Member	:	Roselle T. Carvajal	-	Supply & Property Unit
Member	:	Kelvin A. Apud	-	Accounting Section
Member	:	Ramilyn T. Malabor	-	Office of the SDS

2. The Division Inventory Committee Members are responsible for the actual count of items, verifying their existence, completeness, and condition. Its Secretariat is responsible for encoding and preparation of all Inventory Reports for submission to COA and other offices concerned.

3. For information and guidance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: NONE

References: COA Joint Circular No. 2020-06

Allotment:

To be indicated in the Perpetual Index under the following subjects:

INVENTORY                      PLANT                      PROPERTY                      EQUIPMENT

ZBP/ADMIN-OSDS/DM/ RECONSTITUTION OF INVENTORY COMMITTEE/December 16, 2025



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