



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

January 13, 2026

DIVISION MEMORANDUM
OSDS No. 007, s. 2026

**PRE-PLANNING CONFERENCE OF THE DIVISION INVENTORY COMMITTEE
FOR THE CONDUCT OF ONE-TIME CLEANSING OF PLANT PROPERTY AND
EQUIPMENT (PPE) ACCOUNT BALANCES OF SCHOOLS DIVISION OFFICE OF
TACURONG CITY**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Division Inventory Committee
All Others Concerned
This Division

1. Relative to the conduct of One-Time Cleansing of PPE Account Balances of Government Agencies, all members of the Inventory Committee are advised to attend the Pre-Planning Conference on January 14, 2026 @ 9:00 o'clock in the morning at the Division Mini Conference Room.
2. The primary objective of this conference is to discuss and finalize the Physical Inventory Plan (PIP) for the systematic approach to verify and reconcile inventory count of PPE's and accounting records.
3. Attached is the List of Participants.
4. For immediate information and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: NONE
Reference: COA Circular No. 2020-006
Allotment: NONE

To be indicated in the Perpetual Index under the following subjects
CONFERENCE INVENTORY PLAN
VOL/SUPPLY/DM/ PRE-PLANNING CONFERENCE OF DIVISION INVENTORY COMMITTEE /JANUARY 13, 2026



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
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January 14, 2026

LIST OF PARTICIPANTS

OFFICE OF THE SCHOOLS DIVISION OFFICE	
Administrative Office	Zenaida B. Porras
Property and Supply Office	Eljan S. Diaz
	Roselle T. Carvajal
	Ramilyn T. Malabor

ACCOUNTING OFFICE	
Accounting Section	Jeralden L. Paladin
	Kelvin A. Apud

DIVISION INVENTORY COMMITTEE	
Chair	Vivien O. Lima
Vice- Chair	Jonel G. Solomon, CPA
Members	Engr. Oliver O. Godoy
	Engr. Keiff Humprey M. Bedia
	Joey M. Lozano
	Rex Louis P. Roncesvalles
	Rona L. Bred
	Leonora R. Po
	Jonald S. Cadiao
	Genesis D. Sucaldito
	Wendell D. Balabagan



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