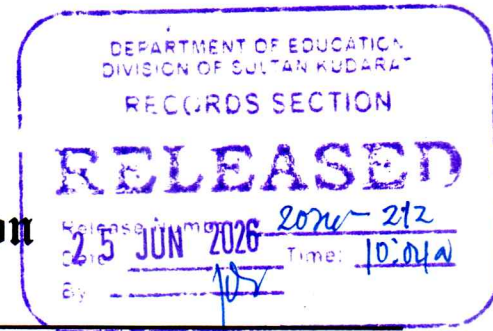




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



JUNE 24, 2026

DIVISION MEMORANDUM
OSDS-PSS No. **120**, s. 2026

RECONSTITUTION OF THE DIVISION INVENTORY COMMITTEE

To: Assistant Schools Division Superintendent
SGOD and CID chiefs
Education Program Supervisors
Public Schools District Supervisors/ Principals In-Charge
Public Elementary and Secondary School Administrators
Administrative Officer V
All others concerned
This Division

1. This office informs the field of the reconstitution of the Division Inventory Committee to conduct the regular physical count of all government properties for all public schools in the Division of Sultan Kudarat.
2. Attached is the list of the newly reconstituted Division Inventory Committee (Enclosure no.1) and their respective functions (Enclosure no. 2).
3. The committee members shall be temporarily relieved of their regular duties to devote their full time to the conduct of the physical inventory taking until its completion. Additionally, the committee chairperson shall ensure the readiness and capability of each member to fulfill their respective responsibilities.
4. Membership to the Division Inventory Committee shall be indefinite, treated with utmost priority, and shall continue unless otherwise rescinded by the approving authority.
5. For inquiries, all concerned may contact RODSY L. OMAMBING (AO-IV PROPERTY AND SUPPLY UNIT) at rodsy.omambing@deped.gov.ph.
6. For the information and guidance of all concerned.

CRISPIN A. SOLIVEN JR., CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

Enclosure: As stated
Reference: COA CIRCULAR 2020-006
Allotment:

To be indicated in the perpetual index under the following subjects:

PHYSICAL COUNT PROPERTY, PLANT, EQUIPMENT

RLO/OSDS-PSS/DM- Reconstitution of the Division Inventory Committee/June 24, 2026



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisionsk.org>
Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
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DIVISION OF SULTAN KUDARAT

Enclosure to Division Memorandum OSDS-PSS NO. **120**, s. 2026

Enclosure no. 1:

Newly reconstituted Division Inventory Committee

Chairman: RODSY L. OMAMBING- AO IV (Property & Supply)
Vice Chairman: NOLI M. ASUNCION, CPA- Accountant III

Members:

1. NIDA P. CLAUDIO- AO V(BUDGET)
2. MELVIN P. FORTUNA- AO V
3. SHERYL L. OSANO
4. JOANNE GRACE MAE D. MAPUTI
5. RACHEL A. VELASCO
6. ARNULFO D. DINERO
7. RICHARD A. FERNANDEZ
8. ENGR. VIRGIL GLENN D. VEGO-ENGR. III
9. ALJON R. ANTANG-ADAS III
10. EMILE JOHN A. GARCIA- ADAS III
11. KRISTINE MAE CONSTANTINOPLA- ADA III
12. KASAN P. SAMENDUGAN
13. JIMVIC NIÑO A. SEGOCIO
14. ARJAY L. AMPIG – ADAS-II
15. JOHN ILGEN F. GAVILEÑO

Secretariat:

1. INDIN, NUR IN H. – AA I
2. CAMSA, NORIA G. – AA I
3. KAFIER, PARED D. – ADA VI

Enclosure no.2:

Roles and Functions of the newly reconstituted Division Inventory Committee

1. Verify the existence of properties and equipment, its location, count and condition;
2. Validate level/count of stockpiled items;
3. Establish accountability and responsibility over the properties and equipment;
4. Tag all properties actually counted with the new property stickers;
5. Prepare and submit the final inventory reports together with the findings and recommendations to the Schools Division Superintendent thru the Division Supply Officer;



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

6. Do any adjustment of records of properties, supplies and materials immediately with the knowledge and consent of the head of the office/school concerned;
7. Update records in the data entry of properties;
8. Assist school asset managers on the utilization of the Division of Sultan Kudarat Inventory Tool System (DSKITS); and
9. Turn over updated data entry of properties to the school asset managers.
10. Reconcile the SPELC with DSKITS – RPCPPE/RPCI/RPCSP



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