

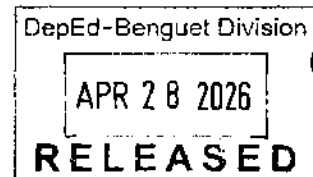


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

April 27, 2026

**DIVISION MEMORANDUM**

No. 145, s. 2026



**TO:** Office of the Schools Division Superintendent  
 Curriculum Implementation Division  
 School Governance and Operations Division  
 Public Elementary and Secondary School Heads  
 All Concerned

**SUBJECT: RECONSTITUTING THE DIVISION INVENTORY COMMITTEE**

1. As stipulated in the Commission on Audit Handbook on Property and Supply Management System, all government agencies are mandated to conduct an inventory of all government properties and submit a Report on the Physical Count of Properties and Equipment annually, and the Registry of Semi-Expendable Property Issued (RegSPI) semi-annually, hence, the Division Inventory Committee is hereby reconstituted as follows:

**Chairperson:** MAHAL M. RIFANI  
 Administrative Officer V

**Members per category:**

- |   |   |
|---|---|
| Supplies, Materials, Transportation,<br>Land, Buildings, Furniture, and Office<br>Equipment | Erika T. Sacpa<br>Florabel C. Balanon<br>Milton A. Gunaden<br>Hill L. Binaliw<br>Engr. Melba Himmoldang |
| Information Communications<br>Technology  | Erika T. Sacpa<br>Florabel C. Balanon<br>Milton A. Gunaden<br>Hill L. Binaliw<br>Eric S. Wanson         |
| Learning Resources/Materials  | Roxanne B. Mayomis<br>Erika T. Sacpa<br>Florabel C. Balanon<br>Milton A. Gunaden<br>Hill L. Binaliw     |





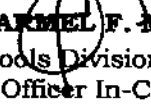
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**Department of Education**  
**Schools Division of Benguet**

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Medical and Dental Supplies/Equipment

Roselle Kristine D. Waguis  
Erika T. Sacpa  
Florabel C. Balanon  
Milton A. Gunaden  
Hill L. Binaliw

2. The members of the inventory committee shall have the following functions:
  - 2.1 Plan/Strategize on how to and complete the physical inventory;
  - 2.2 Prepare physical inventory plan (PIP);
  - 2.3 Conduct the actual count, unit or measure of the object of inventory and write the name of its inventory item, property number, unit of measure and value, acquisition cost and date, to whom issued and location of the inventory items in the inventory form;
  - 2.2 Label the equipment with the property sticker;
  - 2.3 Compare and reconcile the results of the physical count with the asset management and accounting section records; and
  - 2.4 Prepare the required Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and Registry of Semi-Expendable Property Issued (RegSPI);
  - 2.5 Ensure that all actions undertaken are properly documented;
  - 2.6 Assist/Monitor the conduct of the inventory of schools.
3. Schools are encouraged to create their own inventory committee. Further, it is requested that the school inventory committee submit to this office their physical inventory plan (PIP) before conducting their inventory.
4. This Office Memorandum shall take effect immediately. All other issuance's are hereby rescinded.

  
**CARMEL F. MERIS**  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

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