



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



14 May 2021

Regional Memorandum

**COORDINATION MEETING ON THE ORIENTATION OF THE CONDUCT OF ONE-TIME
CLEANSING OF PPE ACCOUNT BALANCES OF DEPED REGION IV-A**

To **Chief Administrative Officer, Administrative Division
Chief Administrative Officer, Finance Division
Administrative Officer V, Asset Management Section
Accountant III, Accounting Section
Regional Inventory Committee
All Others Concerned**

1. Pursuant to the unnumbered DepEd Memorandum issued last March 11, 2021 for the implementation of COA Circular No. 2020-006 dated January 31, 2020, this Office through the Regional Inventory Committee (RIC) will conduct a Coordination Meeting with the Administrative Division and Finance Division on the Conduct of the One-Time Cleansing of PPE Account Balances of DepEd Region IV-A on May 20, 2021 at 9:00 a.m. to 4:00 p.m.
2. This activity aims the participants to:
 - a. Be acquainted with the provisions of COA Circular 2020-006.
 - b. Discuss the strategy on the conduct and completion of the physical inventory within the prescribed period.
 - c. Prepare an overall implementation plan that involves participation of Asset Management Section, Accounting Section, and the RIC from preparatory stage up to post-inventory taking activities; and
 - d. Develop a Physical Inventory Plan (PIP) containing at the least, the specific assignments/duties of the RIC members, the cut-off date and a schedule specifying the dates and locations of the inventory taking activities from start up to the targeted completion of the physical inventory.
3. Attached is the list of participants from the Administrative Division, Finance Division and RIC.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

4. The activity will be on a blended F2F and online modality. The meeting link will be sent directly to the participants' DepEd Gmail account.
5. Expenses relative to this activity shall be charged against Regional Funds subject to the usual accounting and auditing rules and regulations.
6. For the information and strict compliance of all concerned.


FRANCIS CESAR B. BRINGAS
Regional Director

ACCOUNT BALANCES OF DEPED REGION IV-A

May 20, 2021

LIST OF PARTICIPANTS

ADMINISTRATIVE DIVISION	
Office of the Chief	Ann GERALYN T. PELIAS, Chief Administrative Officer
Asset Management Section	Bon ERICK G. TIRADOS, Administrative Aide II Two (2) Job Order personnel – Inventory Staff

FINANCE DIVISION	
Office of the Chief	Marites L. GLORIA, Chief Administrative Officer
Budget Section	Laarni A. EVARISTO, Administrative Officer V
Accounting Section	Leonel Q. DOMINGO, Accountant II Jema C. DAPROZA, Accountant II Quennie Jane E. ROMANTICO, Accountant I Suzette M. BAUTISTA, Administrative Aide IV, NEAP Lani M. MERCADO, Administrative Aide IV, Provident Fund Two (2) Job Order personnel – Inventory Staff

REGIONAL INVENTORY COMMITTEE	
Chair	Virginia O. BAGACAY, Administrative Officer V, AMS, AD
Vice-Chair	Nancy Z. DIZON, Supervising Administrative Officer, FD, AD
Members	Education Services Support Division Robert B. PEREZ, Engineer III Edilberto A. DAMILES, Detailed CO Engineer Asset Management Section Gerardow B. GAMAT, Administrative Officer I Bella V. BANQUIL, Administrative Aide VI Accounting Section Lea M. VILLALOBOS, Accountant III Jeremiah V. TRINIDAD, Accountant II Sheena Mae O. REMBULAT, Accountant I
Secretariat	Evan Lynn-Dell C. MASING, Administrative Assistant V Analyn M. SIMBUL, Administrative Aide IV Karen P. CATALAN, Administrative Aide IV Geraldine F. LIRA, Administrative Aide IV