



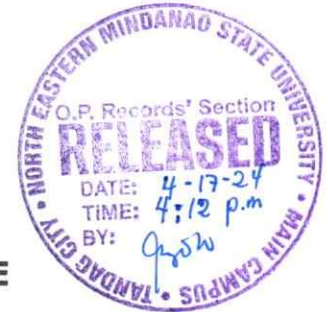
**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 04-036, s. 2024**

**TO: CONCERNED OFFICIALS AND EMPLOYEES**

**FROM: SUC President III**

**SUBJECT: COMPOSITION OF NEMSU INVENTORY COMMITTEE**

**DATE: April 17, 2024**



This memorandum informs you of the Board of Regents' approval of the creation of the NEMSU Inventory Committee, as per Board Resolution No. 007-A Series 2024. This aligns with the requirements outlined in Section 5.2 of the Commission on Audit (COA) Circular No. 2020-006 dated January 31, 2020, which emphasizes the importance of conducting physical inventories.

The NEMSU Inventory Committee is composed of the following:

NAME	POSITION	COMMITTEE DESIGNATION
Dr. Florife O. Urbiztondo	CAO, Administration	Chairman
<b>1. Inventory Taking</b>		
Christopher D. Badayos, MEP,ME	SAO, Administration	Vice Chairman
Valerio C. Sagetarios, MPA	AO V (Supply Officer III)	Team Leader Subgroup A
Jovelyn B. Clarit	AO III (Supply Officer II)	Member Subgroup A
Lyza E. Alzate	ADAS II (Property Custodian)	Member Subgroup A
Anthony B. Yanto	Information Technology Officer I	Team Leader Subgroup B
Joseph B. Cabadonga	Information Officer III	Member Subgroup B
Engr. Kenny F. Montenegro	Planning Officer III	Member Subgroup B
Arch. Vingie Maitom	Project Development Officer III	Team Leader Subgroup C
Engr. Lea G. Gurimbao	AO V (Quality Assurance)	Member Subgroup C
Engr. McDonald Amparo	AO V (General Services Unit)	Member Subgroup C
Roel T. Lim, JD, MPA	AO V (HRMO III)	Team Leader Subgroup D
Ma. Reina S. Acevedo	AO (Procurement Unit)	Member Subgroup D
Hussein M. Alawi	AO V (Records Unit)	Member Subgroup D
Floyd M. Mendez, CPA	Accountant III	Team Leader Subgroup E
Sandra Jessa S. Trajano	AO V (Budget Officer III)	Member Subgroup E
Glesilda L. Canda	AO V (Cashier III)	Member Subgroup E
<b>Campus Representative</b>		
	Administrative Officer V	
	Administrative Officer IV	
	Supply Officer I	
	Property Custodian	
<b>2. Reconciliation</b>		
Camilo D. Malong, CPA, DBA	CAO Finance	Vice Chairman



Leorilie Kim D.Estrada, CPA	SAO Finance	Member
Floyd M. Mendez, CPA	Accountant III	Member
	Accountant II	Member
	Administrative Officer II (Accounting Unit)	Member
<b>3. Investigation</b>		
Atty. Michiko Donaire-Maglinte	Attorney IV	Vice Chairman
Lisel M. Ongkingko	Legal Assistant III	Member
Glou Diamond D. Destajo	Legal Assistant II	Member

The inventory committee shall be responsible for the actual count to ascertain the existence, completeness, and condition of all PPEs owned by the university.

The inventory committee is encouraged to convene its first meeting at the earliest convenient time to discuss and establish the following:

1. A detailed work plan for NEMSU inventory management.
2. Procedures for managing NEMSU inventory.
3. A separate plan for conducting a comprehensive physical inventory of all PPEs, including procedures for assessing existence, completeness, and condition.

We are confident that the NEMSU Inventory Committee will play a vital role in ensuring the efficient and responsible management of university resources, while also adhering to the regulations set forth by the Commission on Audit.

For information and dissemination.

  
**NEMESIO G. LOAYON, PhD**  
SUC President III