

Republic of the Philippines

North Eastern Mindanao State University

Rosario, Tandag City, Surigao del Sur 8300 Telefax No. 086-214-4221 Website: www.nemsu.edu.ph





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:

Christopher D. Badayos, MEP,ME SAO, Administration Vice Chairman Alerio C. Sagetarios, MPA AO V (Supply Officer III) Team Leader Subgroup A Aoveyn B. Clarit AO III (Supply Officer II) Member Subgroup A Anthony B. Yanto Information Technology Officer I Alexa Das II (Property Custodian) Member Subgroup B Anthony B. Yanto Information Officer III Member Subgroup B Anthony B. Cabadonga Information Officer III Member Subgroup B Anch. Vingie Maitom Project Development Officer III Team Leader Subgroup B Anch. 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 Ma. Reina S. Acevedo AO (Procurement Unit) Member Subgroup D Ma. Reina S. Acevedo AO (Procurement Unit) Member Subgroup D Ma. Reina S. Acevedo AO (Procurement III Team Leader Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Ma. Reina S. Acevedo AO V (Sudget Officer III) Member Subgroup E Glesilda L. Canda AO V (Cashier III) Member Subgroup E Campus Representative Administrative Officer V Administrative Officer I Property Custodian 2. Reconciliation	NAME	POSITION	COMMITTEE DESIGNATION
Christopher D. Badayos, MEP,ME Valerio C. Sagetarios, MPA AO V (Supply Officer III) AO III (Supply Officer III) ADAS II (Property Custodian) Anthony B. Yanto Information Technology Officer I Bengr. Kenny F. Montenegro AO V (Quality Assurance) AO V (Quality Assurance) AO V (General Services Unit) Member Subgroup B Member Subgroup B Planning Officer III Member Subgroup B AO V (Quality Assurance) Member Subgroup C Roel T. Lim, JD, MPA AO V (General Services Unit) Member Subgroup C Roel T. Lim, JD, MPA AO V (HRMO III) Member Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Man Reina S. Acevedo AO V (Records Unit) Member Subgroup D Member Subgroup A Member Subgroup N Member Subgroup N Member Subgroup N Member Subgroup	Dr. Florife O. Urbiztondo	CAO, Administration	Chairman
Alerio C. Sagetarios, MPA AO V (Supply Officer III) AO III (Supply Officer III) ADAS II (Property Custodian) Anthony B. Yanto Information Technology Officer I Member Subgroup A Anthony B. Cabadonga Information Officer III Member Subgroup B Information Officer III Member Subgroup C Information Officer III Member Subgroup D Information Officer III Information Officer III Member Subgroup D Information Officer III Member Subgroup D Information Officer III Information Officer III Member Subgroup D Information Officer III Member Subgroup E Information Officer III Member Subgroup II Information Officer III Member Subgroup II Information Officer III Member Subgroup II Information Officer III Me		1. Inventory Taking	W-22
ADAS II (Supply Officer II) ADAS II (Property Custodian) Anthony B. Yanto Information Technology Officer I Member Subgroup A Member Subgroup A Information Technology Officer I Team Leader Subgroup B Information Officer III Member Subgroup C Information Officer III Member Subgroup C Information Officer III Member Subgroup C Information Officer III Member Subgroup D Information Officer III Information Officer III Member Subgroup E Information Officer III Information Officer IV Information Officer IV Information Officer III Infor	Christopher D. Badayos, MEP, ME	SAO, Administration	Vice Chairman
Anthony B. Yanto Information Technology Officer I Information Officer III Information Technology Officer III Information Offi	Valerio C. Sagetarios, MPA	AO V (Supply Officer III)	Team Leader Subgroup A
Anthony B. Yanto Joseph B. Cabadonga Jinformation Technology Officer I Joseph B. Cabadonga Jinformation Officer III Jinf	Jovelyn B. Clarit	AO III (Supply Officer II)	Member Subgroup A
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 Glesilda L. Canda AO V (Cashier III) Member Subgroup E Campus Representative Administrative Officer V Administrative Officer I Property Custodian 2. Reconciliation	Lyza E. Alzate	ADAS II (Property Custodian)	Member Subgroup A
Engr. Kenny F. Montenegro Arch. Vingie Maitom Project Development Officer III Accountant III Project Development Officer IIII Project Development Officer III Project Development Officer III	Anthony B. Yanto	Information Technology Officer I	Team Leader Subgroup B
Arch. Vingie Maitom Project Development Officer III Peam Leader Subgroup C AO V (Quality Assurance) Project Development Officer III Peam Leader Subgroup C Roel T. Lim, John MPA Member Subgroup C AO V (General Services Unit) AO V (HRMO III) Peam Leader Subgroup D Ma. Reina S. Acevedo AO (Procurement Unit) AO V (Records Unit) Ployd M. Mendez, CPA Accountant III AC	Joseph B. Cabadonga	Information Officer III	Member Subgroup B
AO V (Quality Assurance) AO V (General Services Unit) AO V (General Services Unit) Member Subgroup C Team Leader Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Ma. Reina S. Acevedo AO V (Records Unit) Member Subgroup D Member Subgroup D ACCOUNTANT III Member Subgroup D ACCOUNTANT III Member Subgroup D ACCOUNTANT III Member Subgroup E AO V (Budget Officer III) Member Subgroup E Campus Representative Administrative Officer V Administrative Officer I Property Custodian 2. Reconciliation	Engr. Kenny F. Montenegro	Planning Officer III	Member Subgroup B
AO V (General Services Unit) Member Subgroup C Team Leader Subgroup D Ma. Reina S. Acevedo AO (Procurement Unit) Member Subgroup D Member Subgroup D Member Subgroup E Member Subgroup E Member Subgroup E Member Subgroup E Campus Representative Administrative Officer V Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation	Arch. Vingie Maitom	Project Development Officer III	Team Leader Subgroup C
AO V (HRMO III) Team Leader Subgroup D AO V (HRMO III) Team Leader Subgroup D AO V (Records Unit) Hussein M. Alawi Floyd M. Mendez, CPA Accountant III AO V (Budget Officer III) Glesilda L. Canda AO V (Cashier III) Member Subgroup E Campus Representative Administrative Officer V Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation	Engr. Lea G. Gurimbao	AO V (Quality Assurance)	Member Subgroup C
Ma. Reina S. Acevedo AO (Procurement Unit) Member Subgroup D AO V (Records Unit) Member Subgroup D Accountant III Floyd M. Mendez, CPA ACCOUNTANT III Member Subgroup E AO V (Budget Officer III) Member Subgroup E AO V (Cashier III) Member Subgroup E Campus Representative Administrative Officer V Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation	Engr. McDonald Amparo	AO V (General Services Unit)	Member Subgroup C
AO V (Records Unit) Floyd M. Mendez, CPA Accountant III Floyd M. Mendez, CPA ACCOUNTANT III Floyd M. Member Subgroup E AO V (Budget Officer III) AO V (Cashier III) Member Subgroup E Campus Representative Administrative Officer V Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation	Roel T. Lim, JD, MPA	AO V (HRMO III)	Team Leader Subgroup D
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 Campus Representative Administrative Officer V Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation	Ma. Reina S. Acevedo	AO (Procurement Unit)	Member Subgroup D
Sandra Jessa S. Trajano AO V (Budget Officer III) Member Subgroup E Campus Representative Administrative Officer V Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation	Hussein M. Alawi	AO V (Records Unit)	Member Subgroup D
AO V (Cashier III) Member Subgroup E Campus Representative Administrative Officer V Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation	Floyd M. Mendez, CPA	Accountant III	Team Leader Subgroup E
AO V (Cashier III) Member Subgroup E Campus Representative Administrative Officer V Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation	Sandra Jessa S. Trajano	AO V (Budget Officer III)	Member Subgroup E
Administrative Officer V Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation	Glesilda L. Canda	AO V (Cashier III)	Member Subgroup E
Administrative Officer IV Supply Officer I Property Custodian 2. Reconciliation		Campus Representative	
Supply Officer I Property Custodian 2. Reconciliation		Administrative Officer V	
Property Custodian 2. Reconciliation		Administrative Officer IV	
2. Reconciliation		Supply Officer I	
Camilo D. Malong, CPA, DBA CAO Finance Vice Chairman		2. Reconciliation	
	Camilo D. Malong, CPA, DBA	CAO Finance	Vice Chairman



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Leorilie Kim D.Estrada, CPA	SAO Finance	Member
Floyd M. Mendez, CPA	Accountant III	Member
	Accountant II	Member
	Administrative Officer II	Member
	(Accounting Unit)	
	3. Investigation	
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.

NEMESTO G. LOAYON, PhD SUC Rresident III