



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
 No. 12-021, s. 2024

TO: Chairperson, Vice Chairperson, Subgroup Team Leaders and Members, and Campus Representatives of the NEMSU INVENTORY COMMITTEE
(You may refer to Memorandum from the Office of the President No. 04-036, s. 2024, for the Composition of the Inventory Committee.)

DATE: December 12, 2024

SUBJECT: CONDUCT OF PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (PPE), RECOGNITION OF PPE ITEMS FOUND AT STATION, AND DISPOSITION FOR NON-EXISTING/MISSING PPE ITEMS, FOR THE ONE-TIME CLEANSING OF PPE ACCOUNT BALANCES FY 2024

Greetings of peace and solidarity.

In compliance to COA Circular No. 2020-006 (January 31, 2020), the University is required to conduct a physical count of all its PPE, which should be completed within three months or less. Hence, the University's Inventory Committee is expected to perform a comprehensive inventory at least once a year to ensure accurate records.

The inventory is set to commence on December 16, 2024.

The committee is shall collectively aim to improve the management and reporting of government assets. They shall conduct the inventory according to the procedures outlined in the COA Circular to ensure a thorough and accurate physical count of PPE items, contributing to reliable financial reporting and accountability. Likewise, the loss of PPE should be properly accounted for and that accountability is established for responsible personnel.

Transportation and travel expenses shall be charged to available local funds, subject to existing accounting and auditing rules and regulations.

For your information and compliance. Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON
 SUC President III

Cc: Office of the Vice President for Administration and Finance

