



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
J.O. Manilla, City of Tacurong, 9500
Province of Sultan Kudarat

OFFICE OF THE CAMPUS DIRECTOR

Date: 04/02/24

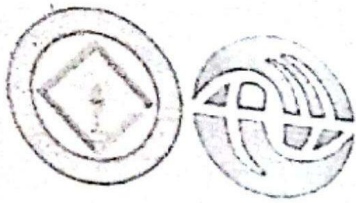
TO/FOR: Dean B. Rabut, Dean A. Acand
Subject: Dean R. Lagueran

Action/s Needed:

- ☒ for your information and perusal
- ☒ for appropriate action/compliance
- ☐ for comments/suggestion/recommendation
- ☐ for signature/Approval
- ☐ please come for a meeting/briefing

Remarks: For information and
wide dissemination. Thanks
kindly prepare your respective
office for the
final visit.

ELMER C. BUENAVIDES, DIT
Campus Director



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
EJC Montilla, City of Tacurong, 9800
Province of Sultan Kudarat

Supply and Property Management Unit

March 7, 2024

24-017

JESUSA D. ORTUOSTE, PhD
President
This University

SULTAN KUDARAT STATE UNIVERSITY
OFFICE OF THE PRESIDENT

Dear Ma'am Jesusa:

DATE	3/11/24
TIME	11:24
BY	[Signature]

Greetings of peace and goodwill!

The Supply and Property Management Unit in pursuant to section 5 of Commission on Audit (COA) Circular 2020-06 dated 31 January 2020, will be conducting a Bi-Annual physical inventory of semi- expendable equipment and property, plant, and equipment (PPE) to the seven (7) campuses of Sultan Kudarat State University.

This conduct of physical inventory will ensure the recognition of all PPE items found at the station, and disposition of non-existing/missing PPE items, for the one-time cleansing of PPE Account Balances, thus clearing the Audit Observation Memorandum (AOM) of non-conduct of one-time cleansing of our PPE account balances.

Attached herewith, is the list of composition of University Inventory Committee and the schedule of conduct of actual physical inventory per campus.

For your information and perusal.

Very Truly Yours,

WILBERT A. GABANBAN
Supplier Officer III

OFFICE OF THE PRESIDENT
APPROVED / DISAPPROVED
3/11/24

Noted:

REYNALDO H. DALAYAP, JR, PhD
VP- FARG

112 MAR 2024



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
EJC Marikina, City of Tacurong, 9800
Province of Sultan Kudarat



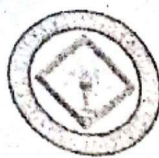
Sultan

Supply and Property Management Unit

UNIVERSITY INVENTORY COMMITTEE

Chairman	:	WILBERT A. CABANBAN Supply Officer III
Vice - Chairman	:	JESHER Y. PALOMARIA SAO, Finance
Members	:	ABEGAIL M. PADERES Supply Officer II
	:	MAIDEN R. QUILLA Supply Officer I
	:	VIVIAN R. LANCETA ADAS II, Property Custodian
	:	ALHODAIRY N. PENDATUN ADMIN AIDE VI
	:	SAIDEN P. AKMAD Chief, General Services
	:	CYPRIL D. ANDRADA Staff, General Services and Motorpool
	:	ALEX N. REMEGIO, JR Director, ICT
	:	RUBY M. LEGARDE Supply Officer, ACCESS Campus
	:	ELIZABETH S. BAUSON Supply Officer, Tacurong Campus
	:	ALVIN E. MAGBANUA Supply Officer, Isulan Campus
	:	JOHN G. JUARIO Supply Officer, Bagumbayan Campus
	:	REY R. EJERCITO Supply Officer, Latuyan Campus

VISION: A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless region. **MISSION:** The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education, and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization. **MAXIM:** Generator of Solutions.
CORE VALUES: Patriotism, Respect, Integrity, Zeal, Excellence in Public Service



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
 E.O. Montilla, City of Tacurong, 9800
 Province of Sultan Kudarat

Supply and Property Management Unit

PHYSICAL INVENTORY PLAN (PIP) FOR SEMI- EXPENDABLE EQUIPMENT AND PROPERTY, PLANT AND EQUIPMENT (PPE)

Pursuant to Commission on Audit (COA) Circular 2020-06 dated 31 January 2020, this plan is hereby prepared to ensure the efficient conduct of Physical Inventory Taking for the purpose of Recognition of all PPE items found at the station, and Disposition of Non-existing/Missing PPE items, for the One-Time Cleansing of PPE Account Balances of the Sultan Kudarat State University.

I. Preliminary Activities

- 1) The Supply Division shall obtain the latest Report on Physical Count of Property, Plant and Equipment (RPCPPE)/Physical Inventory Report.
- 2) The Accounting Division shall update its record of acquisition/disposal/transfer of PPEs in the PPE Ledger Cards (PPELCs) and ensure that the total balance of PPELCs tally with the balances of controlling PPE accounts in the General Ledger.
- 3) The Supply Division and Accounting Division shall compare/reconcile the latest Report on RPCPPE/Inventory Report with PPELCs.
- 4) The Property Division shall prepare a list of Property, Plant and Equipment (PPE) items which are recorded in the Property, Plant and Equipment Ledger Cards (PPELCs) but not included in the RPCPPE/Physical Inventory Report as well as PPE items which are included in the RPCPPE but not recorded in the PPELCs.
- 5) Both lists mentioned in item 6.1.4 of the Commission on Audit (COA) Circular 2020-006 dated 31 January 2020, including latest RPCPPE/Physical Inventory Report shall be submitted to the Inventory Committee.

II. Designation of Physical Inventory Team

The Inventory Committee may designate personnel from other offices in addition to the Supply and Accounting Division to undertake the Physical Counting for check and balance. The number of personnel to undertake the Physical Inventory Taking shall depend on the magnitude/scope of work.

Roles	Duties and Responsibilities
Checker and Counters	Verify the existence of PPE (50k and above item) and the actual condition of the items i.e. <ol style="list-style-type: none"> 1) In Good Condition 2) Needing Repair 3) Unserviceable 4) Obsolete 5) No Longer Needed 6) Not used since purchase

VISION: A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region. **MISSION:** The university shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization. **MAXIM:** Generation of Solutions
CORE VALUES: Patriotism, Respect, Integrity, Zeal, Excellence in Public Service



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
EJC Montilla, City of Tacurong, 9800
Province of Sultan Kudarat

Supply and Property Management Unit

JONATHAN P. ROQUE
Supply Officer, Palimbang Campus

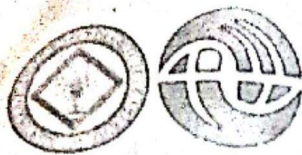
ARTCHIE P. PADIOS
Supply Officer, Kalamansig Campus

Working Committee/ Support Staff/ Checker/ Counter and Validators

ELBERT M. ETRATA
JOHN ERNEST A. DAMANDAMAN
JAYGER M. ETRATA
JOEY B. CORDERO
IRISH MAE E. DIONSON
REBECCA D. CABRERA
JENYBETH F. BOTAVARA

Observer

ARIANNE JOY A. PURAZO-DUQUE, CPA
State Auditor III
Commission on Audit
Regional Office XII



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
EJC Montilla, City of Tacurong, 9800
Province of Sultan Kudarat

Supply and Property Management Unit

- : JONATHAN P. ROQUE
Supply Officer, Palimbang Campus
- : ARTCHIE P. PADIOS
Supply Officer, Kalamansig Campus

Working Committee/ Support Staff/ Checker/ Counter and Validators

- : ELBERT M. ETRATA
- : JOHN ERNEST A. DAMANDAMAN
- : JAYGER M. ETRATA
- : JOEY B. CORDERO
- : IRISH MAE E. DIONSON
- : REBECCA D. CABRERA
- : JENYBETH F. BOTAVARA

Observer

- : ARIANNE JOY A. PURAZO-DUQUE, CPA
State Auditor III
Commission on Audit
Regional Office XII