



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. **1570**
Series of 2024

TO : **ALL CONCERNED**
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : **RECOMPOSITION OF INVENTORY COMMITTEE UNDER THE OFFICE OF THE CHIEF MINISTER**

DATE : **16 Shawwal 1445 AH | 25 April 2024**

1. Pursuant to Section 5.2 of COA Circular No. 2020-6 dated 31 January 2020,¹ the Office of the Chief Minister hereby recomposes the Inventory Committee, as follows:

Chairperson : **NARCISA D. MACOG**
Director III
Administrative Management Service

Members : **RICHARD P. SANLOCAN**
Chief Administrative Officer
AMS-Property and Supply Division

ANALEE C. BIRUAR
Chief Administrative Officer
FMS-Accounting Division

MOHAMAD MURAD U. PASIGAN
Chief Administrative Officer
AMS-General Services Division

Secretariat : **REHANA I. ABAS**
Supervising Administrative Officer
AMS-Property and Supply Division

MICHAEL S. MALING
Administrative Officer V
AMS-Property and Supply Division

SAJARAH S. SANTICAN
Administrative Officer V
AMS-Property and Supply Division

¹ Section 5.2 of COA Circular No. 2020-6 provides that the Head of the Agency shall create an Inventory Committee composed of adequate number of members to be able to complete the physical inventory in three months or less. The Inventory Committee shall have at least one member each from the Accounting and Property Divisions/Units of the agency.

2. The committee, among others, shall perform the following functions:
- a. Be responsible for the actual count to ascertain the existence, completeness, and condition of all-semi-expandable properties, PPEs, and other assets owned by the OCM;
 - b. Plan/strategize on how to conduct and complete the physical inventory within the prescribed period;
 - c. Prepare the Physical Inventory Plan (PIP) containing, at least, the specific assignments/duties of the Committee 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. The PIP shall be approved by the Chief Minister or his Authorized Representative.
 - d. Submit the approved PIP to the COA Audit Team at least ten (10) calendar days before the scheduled start of inventory taking activities;
 - e. The Inventory Committee Chairperson shall ensure that the inventory taking activities are executed in accordance with the approved PIP. In case there are planned activities/procedures that cannot be efficiently performed, the Chairperson shall keep record of the alternative activities/procedures undertaken and the reasons for the deviation from the PIP;
 - f. Shall use the inventory taking working papers provided by the AMS-Property and Supply Division as the basis for inventory taking activities, taking into consideration the capitalization threshold of P50,000.00 for PPE;
 - g. Be assisted by the Inventory Committee Secretariat and Technical Working Group as may be necessary for the effective and efficient performance of its duties; and
 - h. Perform other functions as may be assigned by the Chief Minister or by law.

This Memorandum Order shall take effect immediately and shall continue in effect unless modified by competent authority. This order supersedes all issuances, memoranda, or orders inconsistent herewith.

For **compliance**.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister

