



دَاوَالْحَيَاةِ وَالسَّلَامَةِ



Republic of the Philippines
Autonomous Region in Muslim Mindanao
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PANTAWID PAMILYANG PILIPINO PROGRAM
BRGY. SEMBA, DATU ODIN SINSUAT, MAGUINDANAO PROVINCE
Telephone Nos. (064) 431 – 03-23/ Telefax # (064) 431 – 00-64

MEMORANDUM ORDER NO. 0024
Series of 2016

TO MAGUINDANAO AND LANA O DEL SUR B PROVINCIAL SOCIAL WELFARE OFFICER
FROM THE REGIONAL SECRETARY
SUBJECT PHYSICAL INVENTORY OF I.T. AND NON I.T. EQUIPMENT
DATE JANUARY 11, 2016

The Regional Project Management Office (RPMO) of the Pantawid Pamilya Program will conduct an Inventory on all I.T. and Non I.T. Equipment. In this regard, you are hereby obliged to assist and cooperate with the inventory team and prepare all items subjects for inventory before January 2016 ends.

Attached herewith are the format for your inventory report and must be presented to the inventory team composed of representative from COA, Finance Unit and the Supply Officer.

Please be guided accordingly.

FOR STRICT COMPLIANCE.

RAHIMA DATU MANONG-ALBA
Regional Program Manager - PAMANA