



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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  
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MEMORANDUM ORDER NO. 0223

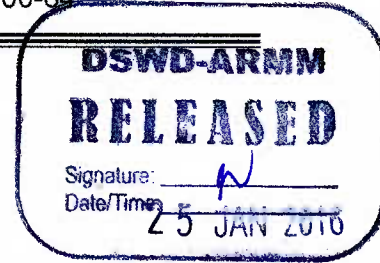
Series of 2016

TO : REGULAR AND SPECIAL PROGRAMS

FROM : THE REGIONAL SECRETARY

SUBJECT : PHYSICAL INVENTORY OF PROPERTY AND EQUIPMENT

DATE : JANUARY 26-29, 2016



The Regional office team will conduct Physical 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 DATUMANONG-ALBA**  
Regional Program Manager - PAMANA