



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay			
RECORD SECTION			
NO:		TIME:	12:59 PM
BY:		DATE:	01 APR 2026
RELEASED			

**Office of the Schools Division
 Superintendent**

March 31, 2026

OFFICE MEMORANDUM

No. **073**, s. 2026

TO: Ms. MARY BENETH G. LAGROMA
 Accountant III
Ms. RHEEZA I. NASSAIE, MPA
 Administrative Officer IV
 This Office

**SUBJECT: STRENGTHENED COORDINATION BETWEEN SUPPLY AND
 ACCOUNTING TO ENSURE RECONCILIATION OF OFFICE TRANSACTIONS**

1. In compliance with the recommendation of AOM No. 2026 – 05 (CY 2025) dated March 6, 2026, you are hereby directed to ensure timely reconciliation of office transactions and update the following:
 - a. Donated properties for proper recording, and documentation.
 - b. Inventory records for reconciliation of physical data as against valuation.
 - c. Resolve Discrepancies.
 - d. Maintain effective and efficient reporting of SLC, SPLC, RSMI, RSPI
2. To further strengthen internal control, you are directed to assign a regular employee in your respective sections who will perform the completion of reports as required within timelines.
3. **FOR STRICT COMPLIANCE.**

VIRGILIO P. BATAN JR., CESO V
 Schools Division Superintendent ;

ZS-OM-OSDS-ADMIN-2026
 GRJ20260331



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