



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**Ministry of Basic, Higher and Technical Education**  
 Cotabato City



**Office of the Minister**

**MEMORANDUM**

Order No. 1299  
 Series 2022

Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
 OFFICE OF THE MINISTER

**RELEASED**

TO : **HARON S. MELING**  
 Deputy Minister

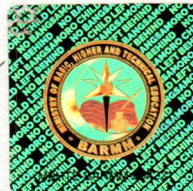
BY: Nadjiah  
 DATE: NOV 09 2022  
 TIME: 2:50 pm  
 Ctrl. No: 2022-11-069

**ALL OTHERS CONCERNED**

ATTENTION : **SAMERA MONIB**  
 Chief, Administrative Division

Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
**INFORMATION AND COMMUNICATIONS DIVISION**  
 Office of the Minister  
**RELEASED**  
 By: HAYDER A. ABDUL  
 Date: NOV 09 2022  
 Time: 3:00 PM  
 Control No: 2022-11-069

FROM : **MOHAGHER M. IQBAL**  
 Minister



SUBJECT : **CREATION OF INVENTORY COMMITTEE OF THE MINISTRY**

DATE : 04 NOVEMBER 2022

1. Regular updating, and conduct of physical inventory of government facilities, equipment, supplies, and materials are essential for appropriate reconciliation of property, accounting, and inventory records and reports in order to render reliability and accuracy, and to safeguard against loss due to theft and improper indication of properties tag or inventory markings. Physical inventory is also a way to be informed anent the disposal of unserviceable equipment and property of the government through proper prescribe procedure to avoid further deterioration especially those exposed to the elements.
2. In view of this and in the interest of public service and to ensure efficient and productive work, the Ministry hereby releases this memorandum as an order to create the Inventory Committee of the Ministry of the Basic, Higher, and Technical Education.
3. Thus, the **Office of the Minister directs the abovementioned to formulate the composition of the MBHTE Inventory Committee** with its designated members alongside their functions. The objective of such committee are the following:





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- To understand the methods for keeping accurate inventory;
  - To validate the quantity and quality of supplies and inventory of equipment in the Ministry;
  - To update the records on properties, equipment, supplies and materials; and
  - To determine the condition and functionality of supplies and equipment in order to assess what needs to be disposed in proper methods and what needs to be repaired or stored accordingly.
4. Upon determination of the members of the committee, **kindly immediately submit such proposal to the Office of the Minister, for assessment and approval.**
5. For immediate dissemination and compliance.