



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



Office of the Minister

OFFICE MEMORANDUM

No. 663
 Series of 2023

TO : ALL DIRECTOR GENERALS
 ALL DIVISION AND SECTION CHIEFS
 ALL OTHERS CONCERNED

FROM : **MOHAGHER IQBAL**
 Minister

SUBJECT : **INVENTORY OF SUPPLIES AND MATERIALS**

DATE : 29 AUGUST 2023

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

RELEASED

BY: Hjir
 DATE: 30 AUG 2023
 TIME: 1:55 PM
 CTRL NO: 2023-DS-162

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: Haron
 Date: AUG 30 2023
 Time: 7:50 PM
 Control No: 2023-DS-162

1. To ensure efficient data of supplies and regular operational activity, the Ministry of Basic, Higher and Technical Education shall administer inventory and auditing procedures. It aims to assess, control and check the availability of supplies, materials and equipment to maintain the right stocks and reduce the risk of losses or duplications.
2. In view of this, all MBHTE divisions, sections, and units are hereby directed to submit a list of their respective division's properties and supplies to the Office of the Minister on or before **4 September 2023** in this format:

No.	Item	Model	Quantity	End-user

3. **For compliance and immediate dissemination.**

By Authority of the Minister
MOHAGHER M. IQBAL:

HARON S. MEILING
 Deputy Minister

