



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

May 19, 2025

DIVISION MEMORANDUM

No. 132, s. 2025

**CONDUCT OF ANNUAL PHYSICAL INVENTORY OF PROPERTY, PLANT &
EQUIPMENT (PPE) AND SEMI-EXPENDABLE EQUIPMENT OF THE SCHOOLS
DIVISION OF BATANES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V
Accountant I
Information Technology Officer I
Administrative Officer IV
Division Supply Staff
Members of the Division Inventory Team
Elementary and Secondary (Non-IUs) School Heads
School Property Custodians (Non-IUs)
All others concerned

1. Please be informed of the scheduled Conduct of Physical Count of all properties to wit:

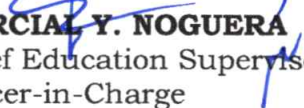
May 21-23, 2025	Schools Division Office
May 27-30, 2025	Itbayat Schools
June 04-06, 2025	Satang Schools
June 09, 2025	Uyugan ES & BGCHS
June 10, 2025	Itbud Integrated School & Imnajbu ES
June 17, 2025	Ivana National High School
June 18, 2025	Ivana ES & San Vicente ES
June 19, 2025	Mahatao National High School
June 27, 2025	Mahatao ES & Diura BS
June 30, 2025	Chanarian ES & Tukon BS
July 01, 2025	Diptan Elementary School
July 03, 2025	Valugan Integrated School
July 04, 2025	Basco Central School

2. The Division Inventory Committee will be going to all the offices/ schools in the Division to account all properties found in the station.

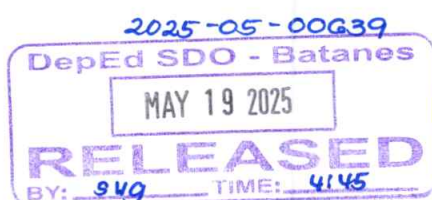
3. Before the scheduled date, please update your Inventory and print at least three (3) copies which will be provided to the Division Inspectorate Team on the day of the inspection.
4. All properties including unserviceable equipment must be presented for inspection by the inventory committee. Keys to the rooms must be surrendered to the school head/property custodian so that all properties in the rooms will be properly accounted for.
5. All expenses shall be charged against MOOE/ local funds subject to usual accounting and auditing rules and regulations.
6. For your information, guidance and strict compliance.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

For the SDS


MARCIAL Y. NOGUERA
Chief Education Supervisor, SGOD
Officer-in-Charge

OSDS/vav/jfc



Address: Basco, Batanes, 3900
Contact No.: 09603974200
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://batanes.deped.gov.ph>

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