



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

August 18, 2025

DIVISION MEMORANDUM

No. **237**, s. 2025

**RECONSTITUTED COMPOSITION OF THE DIVISION INVENTORY COMMITTEE**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 Schools Division Personnel  
 All others concerned

1. Please be informed of the Reconstituted Composition of the Division Inventory Committee Team in the Schools Division of Batanes effective immediately, to wit:

Chairman: **Virginia A. Vinalay**

Members:  
 Taggers: **Pierce John A. Vargas**

Checker: **Joel F. Camaya**  
**Raisa V. Beronque**

Validators: **Janna Jesusa S. Lim**  
**Jhocil Ann G. Tomao**

Asset Management Support Staff:  
**Jay Ardie A. Fadriga**

Property Personnel Support Staff  
 Technological, Instructional & Science Equipment, Office Equipment,  
 Communication Equipment, & ICT Equipment

**Jonas Carlo F. Trillana**  
**Oswaldo A. Valiente**  
**Jennilyn C. Valiente**

Furniture & Fixtures, School Buildings, Land, WATSANS

**Oliver R. Cariaso**

**Shirley V. Escalona**

**John Cristopher M. Valenzuela**

**Dencio G. Eriful**


2. The DIC is task to ensure accurate and timely inventory of Property, Plant and Equipment.
3. The designation will remain in effect until amended or rescinded.
4. Duties and responsibilities of all the members is found as enclosure.
5. For information and guidance of all concerned.

**DANTE J. MARCELO PhD, CESO VI**

*Assistant Schools Division Superintendent*

*OIC- Office of the Schools Division Superintendent*

For the SDS

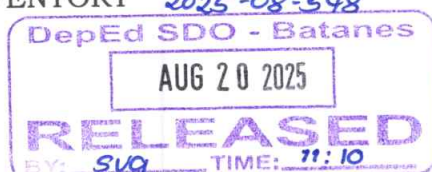
  
**VIOLETA B. GASILAO**  
Chief Education Supervisor, CID  
Officer-in-Charge

Encl: As stated

To be included in the Perpetual Index Under the following subjects:

COMMITTEES

INVENTORY *2025-08-548*



OSDS/ vav/ jfc



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**TERMS OF REFERENCES**

<b>DESIGNATION</b>	<b>DUTIES AND RESPONSIBILITIES</b>
Chairperson	<ul style="list-style-type: none"> <li>• Responsible for the over-all duties of the committee.</li> <li>• Supervise in the timely actual count and timely submission of inventory report</li> </ul>
Tagger	<ul style="list-style-type: none"> <li>• Responsible for affixing property stickers to PPE and</li> <li>• Semi-Expendable Items based on the report</li> <li>• prepared by the Asset Management support staff.</li> </ul>
Checker	<ul style="list-style-type: none"> <li>• Responsible for checking the existence of PPE and</li> <li>• Semi-Expendable items.</li> <li>• Responsible for the verification of Accountable</li> <li>• Officer for the particular item per office.</li> <li>• Confirm all accountabilities based on Inventory</li> <li>• Working Paper and must be reported to Property for renewal of PAR.</li> <li>• Assign and affix sequence numbers to all items with temporary number tags to guide the taggers.</li> <li>• Submit report per item and per office to the property office for preparation and printing of property sticker.</li> </ul>
Validators	<ul style="list-style-type: none"> <li>• Countercheck and validate the Inventory Working</li> <li>• Paper based on the number of PPEs, Semi-</li> <li>• Expendable Items, and those "found at the station" as declared by the Counter and Checkers, including the color code of equipment based on each category.</li> </ul>

<p>Property Personnel Support Staff</p>	<ul style="list-style-type: none"> <li>• Responsible for the preparation of Inventory</li> <li>• Working Paper for the use of Checkers and Counters.</li> <li>• Responsible for the printing of Property Tags based on the submitted list of checkers and counters.</li> <li>• Responsible for the revision, editing, and updating of Inventory Working Paper based on findings of checkers and counters</li> </ul>
<p>Asset Management Support Staff</p>	<ul style="list-style-type: none"> <li>• Responsible for the cross-checking of copies of PAR and ICS for all items NOT found during the inventory taking.</li> <li>• Prepare new/renewal of PAR and ICS.</li> <li>• Facilitate the signing of PAR and ICS.</li> <li>• Responsible for updating Property Card, Registry of Semi-Expendable Property Issued, Semi- Expendable Property Card, and Report of Semi-Expendable Property Issued.</li> <li>• Responsible for Providing the Inventory Committee with the list of items for derecognition.</li> </ul>