



March 21, 2023

## No. 107 s. 2023

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Elementary and Secondary School Heads

1. The Supply Officer in cooperation with the LR Supervisor and LR PDO II hereby inform the School Heads of the be conduct of an Onsite Inventory of Textbooks and other Learning Materials on March 22 to April 21, 2023.
2. The schedules are as follows:

Date	School	Time
	<b>Onsite Inventory</b>	
March 22, 2023	Basco Central School	9:00 a.m
March 22, 2023	Batanes National Science High School	1:00 p.m
March 23, 2023	Diptan/ Chanarian Elem. School	9:00 & 1:00 p.m
March 24, 2023	Valugan IS and Tukon Elem. School	9:00 & 1:00 p.m
March 28, 2023	Mahatao Schools	9:00 & 1:00 p.m
March 29, 2023	Ivana Schools	9:00 & 1:00 p.m
March 30, 2023	Uyugan Elem. School & BGCHS	9:00 & 1:00 p.m
April 19, 2023	SNSF, SCS	8:00 & 10:00 a.m
	Sumnanga and Nakanmuan Elem. Sch.	1:00 & 3:00 p.m
April 20, 2023	Chavayan and Savidug Elem. School	8:00 & 10:00 a.m
	<b>Itbayat Schools</b>	
April 11, 2023	Inventory - ICS INAHS	8:00 -12:00p.m 1:00- 5:00 p.m
April 12, 2023	Inventory- RIS YBS MES	8:00- 12:00 p.m 1:00- 2:00 p.m 3:00- 5:00 p.m

3. School heads shall instruct their property custodian to prepare their inventory list of issued K to 12 textbooks from 2013 to present to facilitate the inventory process.
4. Travel of the supply officer to Sabtang and Itbayat will be on official time.
5. For your information, guidance and compliance.



Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>1</b>

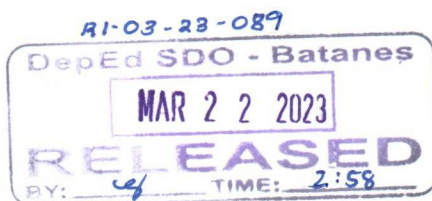
  
**EDUARDO C. ESCORPISO JR. EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: None

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

**K TO 12 TEXTBOOKS  
INVENTORY**

*OSDS/vau/jjfc*



Address: Basco, Batanes, 3900  
Contact No.: 09996027630; 09163509382  
Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>2</b>