

Republic of the Philippines Department of Education

REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM No. 625, s. 2024

2 2 OCT 2024

SCHEDULE OF THE 2024 PHYSICAL COUNT OF PROPERTIES

Assistant Schools Division Superintendent Public Elementary and Secondary School Heads Administrative Officers II All Others Concerned

- In strict compliance with the relevant circulars and issuances from the Commission on Audit (COA), particularly those governing the management and safeguarding of government properties, the **Division Inventory Committee** is directed to conduct the **2024 Physical Count of Properties** in all schools within the division. This activity will take place from **October 29, 2024, to November 18, 2024**.
- Enclosed in this memorandum is the Schedule of School Visits alongside the designated personnel who are tasked to facilitate and ensure the proper conduct of the physical count.
- Following the completion of the physical count, Reconciliation of Results will take place on November 21 and 22, 2024, from 8:00 AM to 5:00 PM at the Schools Division Office (SDO) Conference Hall. During this session, the results of the physical count will be thoroughly reviewed and finalized.
- The Division Inventory Committee is hereby reminded to strictly adhere to COA guidelines, ensuring that the physical count is conducted with accuracy, transparency, and thorough documentation.
- Further, all school heads and administrative personnel are required to extend their full cooperation and support during the scheduled visits to facilitate the timely completion of the physical count in their respective schools.
- In the event that personnel assigned to this activity render overtime services or are required to work during declared holidays to ensure the timely completion of the physical count, they shall be entitled to Compensatory Overtime Credits (COC) in accordance with existing Civil Service Commission (CSC) and Department of Education (DepEd) rules and regulations.

7. For immediate dissemination, information, and guidance.

> ANSELMO R. ALUDINO Schools Division Superintendent

To be included in the <u>Perpetual Index</u> Under the following subject:

ASSET MANAGEMENT PHYSICAL INVENTORY

DRO/ 24019 Schedule of the 2024 Physical Count of Properties

SDCB RECORDS UNIT

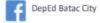
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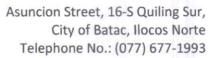
Enclosure 1. Schedule of School Visits

Date	School	Personnel Concerned
Tuesday, October 29, 2024	P. Q. Pimentel ESMagnuang ESTabug ES	Division Inventory Committee Secretariat: JOJO H. BONOT MATSON JUN T. PINIERA AGNES A. BICERA
Wednesday, October 30, 2024	 General Artemio Ricarte Senior High School Baligat ES Bil-loca ES 	Division Inventory Committee Secretariat: ROCELLE GRACE S. PITIQUEN JEAN MARIE M. VICENTE JENNY MAY P. GUMTANG
Wednesday, November 6, 2024	 Mariano Marcos Memorial ES Ferdinand E. Marcos Senior High School 	Division Inventory Committee Secretariat: RALPH JAYSON T. SONICO JANINAH GRACE C. MOROTA CARMELO F. BAUTISTA
Thursday, November 7, 2024	 Catalino Acosta Mem. ES, SpeD Center Quiling Elementary School 	Division Inventory Committee Secretariat: KRISTEL JHOY M. ARCEGA HAYDEE B. AGUIBITIN LAURAINE KIER B. PANLUCENO
Friday, November 8, 2024	 Biningan ES San Mateo ES Crispina Marcos Valdez National High School 	Division Inventory Committee Secretariat: RICH SHEENA MAE M. PASCUA JAYVIE B. SUILEN MELPHA L. TABUNAN
Monday, November 11, 2024	Nagbacalan ESDariwdiw ESBaay ES	Division Inventory Committee Secretariat: DEONABEL L. BAPTISTA DIANE M. DE GUZMAN JEAN MARIE M. VICENTE

















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Date	School	Personnel Concerned
Tuesday, November 12, 2024	 Camandingan ES Rayuray Elementary School City of Batac National High School Rayuray 	Division Inventory Committee Secretariat: RALPH JAYSON T. SONICO JOJO H. BONOT RICH SHEENA MAE M. PASCUA
Wednesday, November 13, 2024	 Naguirangan-Capacuan ES Benigno Macadaeg Mem. ES Baoa East ES 	Division Inventory Committee Secretariat: CARMELO F. BAUTISTA JANINAH GRACE C. MOROTA MATSON JUN T. PINERA
Thursday, November 14, 2024	 Maipalig-Quiom ES Payao Elementary School City of Batac National High School Payao 	Division Inventory Committee Secretariat: LAURAINE KIER B. PANLUCENO DEONABEL L. BAPTISTA KRISTEL JHOY M. ARCEGA
Friday, November 15, 2024	 Colo-Mabaleng	Division Inventory Committee Secretariat: JENNY MAY P. GUMTANG DIANE M. DE GUZMAN ROCELLE GRACE S. PITIQUEN
Monday, November 18, 2024	 Hilario Valdez Mem. Elem. School Baoa ES 	Division Inventory Committee Secretariat: JAYVIE B. SUILEN MELPHA L. TABUNAN AGNES A. BICERA HAYDEE B. AGUIBITIN

NOTE: Additional secretariat may be required depending on the expected volume of properties to be counted.







