



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 625 , s. 2024

22 OCT 2024

SCHEDULE OF THE 2024 PHYSICAL COUNT OF PROPERTIES

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

1. 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**.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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

Reference:
To be included in the Perpetual Index
Under the following subject:

ASSET MANAGEMENT
PHYSICAL INVENTORY

DRO/ 24019 Schedule of the 2024 Physical Count of Properties



SDCB RECORDS UNIT

2415638



DepEd Batac City



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Enclosure 1. **Schedule of School Visits**

Date	School	Personnel Concerned
Tuesday, October 29, 2024	<ul style="list-style-type: none"> P. Q. Pimentel ES Magnuang ES Tabug ES 	<p style="text-align: center;">Division Inventory Committee</p> <p style="text-align: center;">Secretariat: JOJO H. BONOT MATSON JUN T. PINIERA AGNES A. BICERA</p>
Wednesday, October 30, 2024	<ul style="list-style-type: none"> General Artemio Ricarte Senior High School Baligat ES Bil-loca ES 	<p style="text-align: center;">Division Inventory Committee</p> <p style="text-align: center;">Secretariat: ROCELLE GRACE S. PITIQUEN JEAN MARIE M. VICENTE JENNY MAY P. GUMTANG</p>
Wednesday, November 6, 2024	<ul style="list-style-type: none"> Mariano Marcos Memorial ES Ferdinand E. Marcos Senior High School 	<p style="text-align: center;">Division Inventory Committee</p> <p style="text-align: center;">Secretariat: RALPH JAYSON T. SONICO JANINAH GRACE C. MOROTA CARMELO F. BAUTISTA</p>
Thursday, November 7, 2024	<ul style="list-style-type: none"> Catalino Acosta Mem. ES, SpeD Center Quiling Elementary School 	<p style="text-align: center;">Division Inventory Committee</p> <p style="text-align: center;">Secretariat: KRISTEL JHOY M. ARCEGA HAYDEE B. AGUIBITIN LAURINE KIER B. PANLUCENO</p>
Friday, November 8, 2024	<ul style="list-style-type: none"> Biningan ES San Mateo ES Crispina Marcos Valdez National High School 	<p style="text-align: center;">Division Inventory Committee</p> <p style="text-align: center;">Secretariat: RICH SHEENA MAE M. PASCUA JAYVIE B. SUILEN MELPHA L. TABUNAN</p>
Monday, November 11, 2024	<ul style="list-style-type: none"> Nagbacalan ES Dariwdiw ES Baay ES 	<p style="text-align: center;">Division Inventory Committee</p> <p style="text-align: center;">Secretariat: DEONABEL L. BAPTISTA DIANE M. DE GUZMAN JEAN MARIE M. VICENTE</p>





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Date	School	Personnel Concerned
Tuesday, November 12, 2024	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Maipalig-Quiom ES Payao Elementary School City of Batac National High School Payao 	Division Inventory Committee Secretariat: LAURINE KIER B. PANLUCENO DEONABEL L. BAPTISTA KRISTEL JHOY M. ARCEGA
Friday, November 15, 2024	<ul style="list-style-type: none"> Colo-Mabaleng Elementary School Cumcumraas-Manggaddi-Pitpitac ES Sumader ES Parangopong ES 	Division Inventory Committee Secretariat: JENNY MAY P. GUMTANG DIANE M. DE GUZMAN ROCELLE GRACE S. PITIQUEN
Monday, November 18, 2024	<ul style="list-style-type: none"> 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.



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