



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. 642, s. 2024

29 OCT 2024

**RESCHEDULE 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. Considering the recent adverse weather conditions brought by Typhoon Kristine and the resulting suspension of work across several schools, the 2024 Physical Count of Properties is hereby rescheduled to ensure the safety and preparedness of all involved personnel.
2. The updated schedule for the 2024 Physical Count of Properties will now take place from November 6, 2024, to November 20, 2024. Enclosed is the detailed schedule of school visits, outlining the specific dates and assigned personnel for each school.
3. The Reconciliation of Results will follow as previously scheduled on November 25 and 26, 2024, from 8:00 AM to 5:00 PM at the Schools Division Office (SDO) Conference Hall.
4. 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.
5. For immediate dissemination, information, and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Enclosure: As Stated  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

ASSET MANAGEMENT  
PHYSICAL INVENTORY

DRO/ 24020 Reschedule of the 2024 Physical Count of Properties



SDCB RECORDS UNIT

2415966



DepEd Batac City



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Enclosure 1. **Schedule of School Visits**

Date	School	Personnel Concerned
Wednesday, November 6, 2024	<ul style="list-style-type: none"> <li>General Artemio Ricarte Senior High School</li> <li>Baligat ES</li> <li>Bil-loca ES</li> </ul>	<p><b>Division Inventory Committee</b></p> <p><b>Secretariat:</b> ROCELLE GRACE S. PITIQUEN JEAN MARIE M. VICENTE JENNY MAY P. GUMTANG</p>
Thursday, November 7, 2024	<ul style="list-style-type: none"> <li>P. Q. Pimentel ES</li> <li>Magnuang ES</li> <li>Tabug ES</li> </ul>	<p><b>Division Inventory Committee</b></p> <p><b>Secretariat:</b> JOJO H. BONOT MATSON JUN T. PINIERA AGNES A. BICERA</p>
Friday, November 8, 2024	<ul style="list-style-type: none"> <li>Mariano Marcos Memorial ES</li> <li>Ferdinand E. Marcos Senior High School</li> </ul>	<p><b>Division Inventory Committee</b></p> <p><b>Secretariat:</b> RALPH JAYSON T. SONICO JANINAH GRACE C. MOROTA CARMELO F. BAUTISTA</p>
Monday, November 11, 2024	<ul style="list-style-type: none"> <li>Catalino Acosta Mem. ES, SpeD Center</li> <li>Quiling Elementary School</li> </ul>	<p><b>Division Inventory Committee</b></p> <p><b>Secretariat:</b> DIANE M. DE GUZMAN HAYDEE B. AGUIBITIN LAURINE KIER B. PANLUCENO</p>
Tuesday, November 12, 2024	<ul style="list-style-type: none"> <li>Biningan ES</li> <li>San Mateo ES</li> <li>Crispina Marcos Valdez National High School</li> </ul>	<p><b>Division Inventory Committee</b></p> <p><b>Secretariat:</b> RICH SHEENA MAE M. PASCUA JAYVIE B. SUILEN MELPHA L. TABUNAN</p>
Wednesday, November 13, 2024	<ul style="list-style-type: none"> <li>Nagbacalan ES</li> <li>Dariwdiw ES</li> <li>Baay ES</li> </ul>	<p><b>Division Inventory Committee</b></p> <p><b>Secretariat:</b> DEONABEL L. BAPTISTA DIANE M. DE GUZMAN JEAN MARIE M. VICENTE</p>



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Date	School	Personnel Concerned
Thursday, November 14, 2024	<ul style="list-style-type: none"> <li>Camandingan ES</li> <li>Rayuray Elementary School</li> <li>City of Batac National High School Rayuray</li> </ul>	<b>Division Inventory Committee</b>  <b>Secretariat:</b> RALPH JAYSON T. SONICO JOJO H. BONOT RICH SHEENA MAE M. PASCUA
Friday, November 15, 2024	<ul style="list-style-type: none"> <li>Naguirangan-Capacuan ES</li> <li>Benigno Macadaeg Mem. ES</li> <li>Baoa East ES</li> </ul>	<b>Division Inventory Committee</b>  <b>Secretariat:</b> CARMELO F. BAUTISTA JANINAH GRACE C. MOROTA MATSON JUN T. PINERA
Monday, November 18, 2024	<ul style="list-style-type: none"> <li>Maipalig-Quiom ES</li> <li>Payao Elementary School</li> <li>City of Batac National High School Payao</li> </ul>	<b>Division Inventory Committee</b>  <b>Secretariat:</b> LAURINE KIER B. PANLUCENO DEONABEL L. BAPTISTA KRISTEL JHOY M. ARCEGA
Tuesday, November 19, 2024	<ul style="list-style-type: none"> <li>Colo-Mabaleng Elementary School</li> <li>Cumcumraas-Manggaddi-Pitpitac ES</li> <li>Sumader ES</li> <li>Parangopong ES</li> </ul>	<b>Division Inventory Committee</b>  <b>Secretariat:</b> JENNY MAY P. GUMTANG KRISTEL JHOY M. ARCEGA ROCELLE GRACE S. PITIQUEN
Wednesday, November 20, 2024	<ul style="list-style-type: none"> <li>Hilario Valdez Mem. Elem. School</li> <li>Baoa ES</li> </ul>	<b>Division Inventory Committee</b>  <b>Secretariat:</b> 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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