



Republic of the Philippines  
**Department of Education**  
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
 No. **670** s. 2025

13 OCT 2025

**RECONSTITUTION OF THE DIVISION INVENTORY COMMITTEE**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 All Public Elementary School Heads  
 Concerned Secondary School Heads  
 Concerned School Supply Officers  
 All Others Concerned

1. Consistent with Commission on Audit (COA) Circular No. 2020-006: Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment, Recognition of PPE Items Found at Station, and Disposition for Non-Existing/ Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies dated January 31, 2021, the field is hereby informed on the composition of the Division Inventory Committee:

ROLE	NAME
Chairperson	<p align="center"><b>ARNEL S. BANDIOLA</b>            Assistant Schools Division Superintendent</p>
Co-Chairperson	<p align="center"><b>JOEL P. MALUNAO</b>            Administrative Officer V</p>
Regular Members	<p align="center"><b>JENNIFER C. BUNGUBUNG, CPA</b>            Accountant III</p> <p align="center"><b>ANGELICA D. OBIANO</b>            Administrative Officer IV</p>
Provisional Members  <i>(Designated for Special Functions Based on Area of Expertise)</i>	<p align="center"><b>AUBRHEY MARIE R. OASAY, PhD</b>            Education Program Supervisor  <i>Learning Resources</i></p> <p align="center"><b>MARK ANTHONY R. BENSAN</b>            Information Technology Officer I  <i>Information and Communication Technology Equipment</i></p> <p align="center"><b>DEEJAY R. OPELAC</b>            Planning Officer  <i>School Furniture</i></p> <p align="center"><b>ENGR. JACQUELINE G. ABIÑO</b>            Engineer III  <i>Buildings and Other Infrastructure</i></p>



SDCB RECORDS UNIT

2516038



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

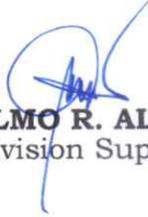
Asuncion Street, 16-S Quiling Sur,  
 City of Batac, Ilocos Norte  
 Telephone No.: (077) 677-1993



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Secretariat	For the Schools Division Office:  <b>MARK LESTER DOMINGO</b> Administrative Aide VI  For their Respective Schools:  <b>AGNES A. BICERA</b> <b>CARMELO F. BAUTISTA</b> <b>CHARLENE CHRISTELLE MALUBAY</b> <b>CLAIRE JASMINE P. CACATIAN</b> <b>DEONABEL L. BAPTISTA</b> <b>DIANE M. DE GUZMAN</b> <b>DONALD Q. VICENTE</b> <b>HAYDEE B. AGUBITIN</b> <b>JANINAH GRACE C. MOROTA</b> <b>JAYVIE B. SUILEN</b> <b>JEAN MARIE M. VICENTE</b> <b>JODHEL L. PENERA</b> <b>JOJO H. BONOT</b> <b>KRISTEL JHOY M. ARCEGA</b> <b>LAURINE KIER B. PANLUCENO</b> <b>MARIBEL S. TUTAAN</b> <b>MARICEL N. SONICO</b> <b>MARINEL T. SAGUIGUIT</b> <b>MARK LESTER B. GUDOY</b> <b>MATSON JUN T. PINIERA</b> <b>MELPHA L. TABUNAN</b> <b>MYLA NIKKA PAINO</b> <b>RALPH JAYSON T. SONICO</b> <b>RENALYN A. RODRIGO</b> <b>RICH SHEENA MAE M. PASCUA</b> <b>ROCELLE GRACE S. PITIQUEN</b> <b>ROJANIE J. SACUBO</b>
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- The Division Inventory Committee shall perform its duties in accordance with the functions and procedures outlined in COA Circular No. 2020-006 dated January 31, 2021, and other relevant issuances.
- For immediate and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

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

INVENTORY  
INVENTORY COMMITTEE

ADO/25011 Reconstitution of the Division Inventory Committee



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