



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

17 NOV 2025

DIVISION MEMORANDUM
No. **755**, s. 2025

**POSTPONEMENT AND REVISED SCHEDULE OF THE 2025 PHYSICAL COUNT
OF PROPERTIES**

To: Assistant Schools Division Superintendent
Division Inventory Committee
Concerned Public School Heads
Concerned School Supply Officers
All Accountable Officers
All Others Concerned

1. This Office announces the postponement and adjustment of the schedule for the conduct of the 2025 Physical Count of Properties as indicated in the approved 2025 Physical Inventory Plan (PIP).
2. An updated schedule of the 2025 Physical Count of Properties is hereby attached for the information and guidance of all concerned.
3. All members of the Division Inventory Committee, as well as all accountable officers in the Division and Non-Implementing Schools, are directed to take note of the new schedule and ensure full cooperation during the conduct of the physical count in their respective schools.


ANSELMO R. ALUDINO
Schools Division Superintendent

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

INVENTORY
2025 PIP
ASSET
RESCHEDULE

ADO/25015 Reschedule of 2025 PIP



SDCB RECORDS UNIT

2518557



DepEd Batac City



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SCHEDULE OF PHYSICAL COUNT

DATE	LOCATION	PERSONNEL CONCERNED
November 24, 2025	- Nagbacalan ES - Dariwdiw ES - Baay ES	Division Inventory Committee Secretariat: JODHEL L. PENERA MARK LESTER B. GUDOY ROCELLE GRACE S. PITIQUEN ROJANIE J. SACUBO
November 25, 2025	- Camandingan ES - Rayuray Elementary School - City of Batac National High School Rayuray	Division Inventory Committee Secretariat: AGNES A. BICERA DEONABEL L. BAPTISTA KRISTEL JHOY M. ARCEGA MARIBEL S. TUTAAN
November 26, 2025	- Hilario Valdez Mem. Elem. School - Baoa ES	Division Inventory Committee Secretariat: CARMELO F. BAUTISTA DEONABEL L. BAPTISTA MATSON JUN T. PINIERA RICH SHEENA MAE M. PASCUA
December 1, 2025	- Alternative Learning System - Gabaldon Stockroom	Division Inventory Committee



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	Teacher's Lounge	Secretariat: DIANE M. DE GUZMAN JEAN MARIE M. VICENTE LAURINE KIER B. PANLUCENO MARICEL N. SONICO MATSON JUN T. PINIERA
December 2, 2025	- CID - SGOD - OSDS – Admin	Division Inventory Committee Secretariat: CARMELO F. BAUTISTA MELPHA L. TABUNAN ROCELLE GRACE S. PITIQUEN ROJANIE J. SACUBO
December 3, 2025	- OSDS – Accounting - OSDS - Budget - OSDS - HR - OSDS - Records	Division Inventory Committee Secretariat: MARIBEL S. TUTAAN MARINEL T. SAGUIGUIT RENALYN A. RODRIGO RICH SHEENA MAE M. PASCUA
December 4, 2025	- OSDS - Proper - OASDS - OSDS - Cash - OSDS - ITO - OSDS - Legal	Division Inventory Committee Secretariat: CLAIRE JASMINE P. CACATIAN DEONABEL L. BAPTISTA HAYDEE B. AGUIBITIN JODHEL L. PENERA



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December 5, 2025	OSDS – AMU	RALPH JAYSON T. SONICO Division Inventory Committee Secretariat: AGNES A. BICERA JANINAH GRACE C. MOROTA JAYVIE B. SUILEN JOJO H. BONOT KRISTEL JHOY M. ARCEGA MARK LESTER B. GUDOY
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