



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **799**, s. 2025

02 DEC 2025

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 for the remaining locations indicated in the approved 2025 Physical Inventory Plan (PIP). The activity is rescheduled to December 9-10, 2025.
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 Schools Division Office (SDO) and Alternative Learning System (ALS), are directed to take note of the new schedule and ensure full cooperation during the conduct of the physical count in their respective offices.

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/25016 Reschedule of 2025 Physical Count of Properties



SDCB RECORDS UNIT

2519616



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REGION I
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PHYSICAL INVENTORY PLAN (PIP)

For the Year 2025

B. REVISED SCHEDULE OF PHYSICAL COUNT

DATE	LOCATION	PERSONNEL CONCERNED
December 9-10, 2025	<ul style="list-style-type: none">Alternative Learning SystemGabaldon StockroomTeacher's LoungeCIDSGODOSDS – AdminOSDS – AccountingOSDS – BudgetOSDS – HROSDS - RecordsOSDS - ProperOASDSOSDS - CashOSDS - ITOOSDS – LegalOSDS – AMU	Division Inventory Committee Secretariat: AGNES A. BICERA CARMELO F. BAUTISTA CHARLENE CHRISTELLE MALUBAY CLAIRE JASMINE P. CACATIAN DEONABEL L. BAPTISTA DIANE M. DE GUZMAN DONALD Q. VICENTE HAYDEE B. AGUIBITIN JANINAH GRACE C. MOROTA JAYVIE B. SUILEN JEAN MARIE M. VICENTE JODHEL L. PENERA JOJO H. BONOT KRISTEL JHOY M. ARCEGA LAURINE KIER B. PANLUCENO MARIBEL S. TUTAAN MARICEL N. SONICO



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DATE	LOCATION	PERSONNEL CONCERNED
		MARINEL T. SAGUIGUIT MARK LESTER B. GUDOY MATSON JUN T. PINIERA MELPHA L. TABUNAN MYLA NIKKA PAINO RALPH JAYSON T. SONICO RENALYN A. RODRIGO RICH SHEENA MAE M. PASCUA ROCELLE GRACE S. PITIQUEN ROJANIE J. SACUBO