



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **116**, s. 2026

16 FEB 2026

**MONTH-END UPDATING OF INVENTORY STATUS FOR LEARNING
RESOURCES, INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
EQUIPMENT, AND OTHER SCHOOL PROPERTIES**

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

1. To facilitate real-time monitoring of the inventory and status of school Learning Resources (LR), Information and Communications Technology (ICT) equipment, and other school properties, all concerned personnel are directed to update the designated online inventory templates provided by the Asset Management Unit (AMU).
2. Updating shall be done at the end of every month, reflecting the actual inventory status of the school. Entries must be accurate, complete, and consistent with existing property records.
3. The designated online inventory templates shall be updated on or before the 7th day of the succeeding month through the link:
<https://tinyurl.com/SchoolInventoryStatus>.
4. This initiative strengthens transparency, accountability, and data-driven decision-making in asset management.
5. For immediate dissemination and strict compliance.

ANSELMO R. ALUDINO

Schools Division Superintendent

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

INVENTORY MONITORING

ADO/26003 Updating of Inventory Status of School Properties



SDCB RECORDS UNIT

2602814



DepEd Batac City



batac.city@deped.gov.ph



www.csdбатаc.com

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