



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

DEPARTMENT OF EDUCATION
SDO-Inga City RP

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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DIVISION MEMORANDUM

No. 445 S. 2026

TO : Administrative Officer II (Elementary & Secondary Schools)
School Property Custodian
MR. L.

FROM : MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent

SUBJECT : COORDINATION MEETING ON THE INVENTORY
OF SCHOOL PROPERTIES

DATE : August 25, 2026

1. Please be informed that a coordination meeting to be led by the Division Supply Office is scheduled on **Thursday, August 27, 2026 at 1:30 PM at the SDO Conference Room.**

2. The following agenda will be discussed:

- a. Conduct of the Actual Physical Count of School Inventory
- b. DepEd (Central/Regional Office) Procured Directly Delivered to Schools/Districts
- c. Inventory of Unserviceable Semi-Expendable Properties for Disposal
- d. Report on Lost, Stolen, Damaged or Destroyed Semi-Expendable School Properties
- e. Other Issues and Concerns

3. Attached to this memorandum is Enclosure No. 1 – list of the participants.

4. Expenses for a simple snack incurred in this activity shall be charged against FY 2026 Division GAS MOOE

5. Attendance is a must.



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Enclosure 1

LIST OF PARTICIPANTS

Administrative Officer II/Property Custodian	
1. JADE ANN BANCE	Don Lazaro Madara MS
2. ANALIZA BATALLA	Francia ES
3. GIRLIE PANDES	Iriga CS
4. MARIA ANTONETTE BAGALACSA	Salvacion IS
5. REBECCA MONTE	San Agustin ES
6. GINALYN LLORIN	San Francisco ES
7. RUNETH LLESIS	San Isidro ES Sta. Cruz Norte ES
8. MARIVIC GELLADO	San Jose ES
9. HAZEL VARGAS	San Miguel ES
10. REGINA NACARIO	San Nicolas ES
11. CLARICAR SADIE	Sta. Cruz Sur ES
12. DANICA ARMELA ORBON	ICDISS (Elem. & Sec.)
13. CLARICE JOY DISONO	Banao ES
14. CRISSA ANN BAYLON	Iriga South CS
15. MECHAELA IBARRETA	La Anunciacion ES
16. NOREEN BERNALES	La Medalla ES
17. PENNY LLAGAS	La Purisima ES
18. MERIJANE QUINTERO	La Trinidad ES
19. LEA MORAN	San Antonio ES
20. JENELYN COLLANTES	San Juan IS
21. LOREN IBARRETA	San Vicente Sur ES
22. APRIL JANINE MORAN	Sta. Elena ES San Ramon ES
23. MARYLYNN NACARIO	Sto. Niño ES Tiriktirikan ES
24. LEIN DE LIMA	Cawayan ES
25. JESSA TALAVERA	Iriga North CS San Andres ES
26. JANN JERSON TORALDE	Niño Jesus ES
27. KAREN KAY BAGACINA	Sagrada ES
28. MARGIE LUCENA	San Pedro ES
29. TERESITA GONOWON	Sta. Teresita ES
30. ANALIZA LAGATIC	Tubigan ES
31. CONRAD SAYSON	Cristo Rey IS
32. JAIDA COLARINA	Santiago IS
33. HAZEL VELASCO	San Agustin (Stand Alone) SHS
34. LEA MARIE D. LARCENA	San Pedro NHS
35. JAKE BARRA	
36. HERBERT VILANUEVA	Sta. Maria HS



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37. JAZMIN JOY C. RAMBOYONG	San Antonio NHS
38. RIA VARGAS	Sto. Niño NHS
39. JEROME LUMAPAC	Perpetual Help NHS
40. REA L. CORPORAL	
41. ARJIE M. AGRAVANTE	Sagrada NHS
42. JESSICA ORACION	Zeferino Arroyo HS
43. BABEJEAN C. SALABER	RNTVS
44. CHONALY A. BATAKAN	San Francisco NHS
TWG	
45. ARTHUR M. RAMBOYONG	Admin. Officer V
46. JOY M. IBIAS	Admin. Officer IV
47. SANTIAGO DALAGAN, JR.	Admin. Assistant III
48. NICOLE C. NACARIO	Admin. Aide VI
49. LOLITO REGONDOLA	Admin Aide I