



RELEASED
09 SEP 2026

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

CTD No. ec26-09-00m

MEMORANDUM

TO : **Assistant Schools Division Superintendent**
Division Chiefs and Section Heads
School Heads (Elementary & Secondary Schools) Non-IUs
Administrative Officer II (Elementary & Secondary)
School Property Custodian
MRL

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

SUBJECT : **COMPOSITION AND DESIGNATION OF DIVISION**
AND SCHOOL INVENTORY COMMITTEE DURING THE
ACTUAL PHYSICAL COUNT OF INVENTORY

DATE : September 8, 2026

1. Pursuant to COA Circular No. 006, s. 2020 entitled "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station and Disposition for Non-Existing/Missing PPE Items, for the One-Time Cleaning of PPE Account Balances of Government Agencies", the Division Supply Office will conduct the annual Actual Physical Count of Inventory to all schools of SDO Iriga and Division Office.

2. All expenses incurred by the division/school during the conduct of the activity shall be charged against their respective division/school MOOE subject to the usual accounting and auditing rules and regulations.

3. All concerned personnel shall prepare the list of PPEs for checking and verification.

4. Schools with unserviceable semi-expendable equipment and/or PPEs shall prepare the Inventory Report of Unserviceable Properties.

5. Attached to this memorandum are the following enclosures for reference.
- a. *Enclosure no. 1 - Composition of Division Inventory Committee*
 - b. *Enclosure No. 2 - Composition of the School Inventory Committee*
 - c. *Enclosure No. 3 - Schedule for Division Office*
 - d. *Enclosure No. 4 - Schedule for Schools (Elementary & Secondary Non IU's)*

6. For your information and widest dissemination.



IRIGA
SPRINGS

*Sa Serbisyo ng Tapat at Maagap,
Edukasyon ang Dekalidad!*

Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Enclosure 1

COMPOSITION OF DIVISION INVENTORY COMMITTEE

Joy M. Ibias	Administrative Officer IV, Property & Supply
Santiago Dalagan Jr.	Admin. Assistant III
Nicole A. Nacario	Admin. Aide VI, Property & Supply
Lolito V. Regondola	Admin. Aide I, Property & Supply
Arthur M. Ramboyong	Administrative Officer V
Engr. Rudy L. Tuyay	Division Engineer
Marshia N. Belen	Division ICT Coordinator
Nigel A. De Leon	Administrative Assistant II, Accounting Section
Ricky A. Albia	Admin. Assistant III, Budget Section
Representative from COA	



**IRIGA
SPRINGS**

Sa Serbisyang Tapat at Maagap,
Edukasyon ang Dekalidad!

Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Enclosure 2

COMPOSITION OF INVENTORY COMMITTEE FOR SCHOOLS

TEAM 1 Ginalyn D. Llorin <i>Team Leader</i> Division Inventory Committee <i>Accounting Personnel</i> <i>Representative from COA</i>	Members Lein L. de Lima Penny M. Llagas April Janine S. Moran Danica Armela Orbon Chrissa Ann Baylon Jenelyn Collantes Karen Kay Bagacina Conrad Sayson
TEAM 2 Teresita V. Gonowon <i>Team Leader</i> Division Inventory Committee <i>Accounting Personnel</i> <i>Representative from COA</i>	Members Mechaela V. Ibarreta Jake T. Barra Hazel J. Vargas Maria Antonette Bagalacsa Noreen Bernales Margie Lucena Ria Vargas
TEAM 3 Girly T. Pandes <i>Team Leader</i> Division Inventory Committee <i>Accounting Personnel</i> <i>Representative from COA</i>	Members Analiza I. Lagatic Marivic D. Gellado Loren V. Ibarreta Rebecca O. Monte Runeth Llesis Lea Moran Jann Jerson Toralde
TEAM 4 Claricar D. Sadie <i>Team Leader</i> Division Inventory Committee <i>Accounting Personnel</i> <i>Representative from COA</i>	Members Marylyn A. Nacario Hazel C. Velasco Jade Ann B. Bance Regina C. Nacario Clarice Joy Disono Jaida Michelle Colarina Jerome Lumapac



**IRIGA
SPRINGS**

Sa Serbisyonag Tapat at Maagap,
Edukasyon ang Dekalidad!

Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Enclosure 3

SCHEDULE OF ACTUAL PHYSICAL COUNT OF INVENTORY at the Division Office

September 21, 2026	1:00 – 5:00 pm	SGOD SDS Office
September 22, 2026	1:00 – 5:00 pm	CID ASDS Office
September 23, 2026	1:00 – 5:00 pm	Administrative Office Records Office Legal Office
September 24, 2026	1:00 – 5:00 pm	ICT Office Medical & Dental Health Office
September 28, 2026	1:00 – 5:00 pm	Budget Office Cashier's Office COA Office
September 29, 2026	1:00 – 5:00 pm	Accounting Office Procurement Office Supply Office



**IRIGA
SPRINGS**

*Sa Serbisyang Tapat at Maagap,
Edukasyon ang Dekalidad!*

Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Enclosure 4

SCHEDULE OF ACTUAL PHYSICAL COUNT OF INVENTORY at SDO Iriga Elementary and Secondary Schools (Non IU's)

Date	Time	School	Assigned Team
NORTH DISTRICT			
October 6, 2026	8:30-12:00	San Rafael ES Sta. Isabel ES Sta . Cruz Norte ES	Team 1
	1:00-5:00	San Vicente Norte ES Cristorey IS	
October 8, 2026	8:30-12:00	San Ramon ES Antipolo IS Niño Jesus ES	Team 2
	1:00-5:00	Sagrada ES Tubigan ES	
October 13, 2026	8:30-12:00	San Pedro NHS San Pedro ES	Team 3
	1:00-5:00	Cawayan ES Sta. Maria HS	
October 15, 2026	8:30-12:00	Sta. Teresita ES San Andres ES	Team 4
	1:00-5:00	Iriga North Central School	
CENTRAL DISTRICT			
October 20, 2026	8:30-12:00	San Agustin ES San Agustin SHS San Isidro ES	Team 1
	1:00-5:00	Don Lazaro Madara IS San Nicolas ES	
October 22, 2026	8:30-12:00	San Jose ES San Miguel ES Francia ES	Team 2
	1:00-5:00	San Francisco ES San Francisco NHS	
October 27, 2026	8:30-12:00	Salvacion Integrated School Sta. Cruz Sur ES	Team 3
	1:00-5:00	Iriga City Science HS Iriga Central School	



**IRIGA
SPRINGS**

*Sa Serbisyang Tapat at Mangagap,
Edukasyon ang Dekalidad!*

Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

SOUTH DISTRICT			
October 29, 2026	8:30-12:00	Banao ES Tiriktirikan ES Sto Niño ES	Team 4
	1:00-5:00	Sto Niño NHS La Medalla ES La Trinidad ES	
November 5, 2026	8:30-12:00	Iriga South CS	Team 1
	1:00-5:00	San Antonio ES San Vicente Sur ES La Purisima ES	
November 10, 2026	8:30-12:00	Sta. Elena ES Santiago IS	Team 2
	1:00-5:00	La Anunciacion ES San Juan IS	



**IRIGA
SPRINGS**

*Sa Serbisyon Tapat at Maagap,
Edukasyon ang Dekalidad!*

Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph