



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 25, 2025

DIVISION MEMORANDUM

No. **142-2025**

**CONDUCT OF PHYSICAL INVENTORY FOR PROPERTY, PLANT
EQUIPMENT (PPE) THROUGH THE PHYSICAL INVENTORY PLAN (PIP)
CY 2025**

To: All Public Schools Division Supervisors
School Heads
School Property Custodians
School Administrative Officer I & II
Others Concerned

1. The Schools Division of Baguio City-Inventory Committees will conduct physical counts of PPEs in the schools in accordance with the Commission on Audit (COA) Circular No. 06 s. 2020, which provides the Guidelines and Procedures for the PPE Inventory, Recognition of PPE Items Found at the Station, and the Disposition of Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances in Government Agencies **from March 5 - June 24, 2025.**
2. The Accounting Section and Division Office Supply Unit will validate and monitor reports online after the completion of PPE inventory.
3. The PPE inventory shall be conducted according to the schedules in Enclosure 1 by the Schools Division of Baguio City Inventory Committees in Enclosure 2.
4. For information and guidance

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:

NIEVES D. EBANIO
Administrative Officer V



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ENCLOSURE 1

A. BUILDING, LAND IMPROVEMENT/S AND POWER SUPPLY

ITEM NO.	SCHOOL	BUILDING, LAND IMPROVEMENT AND POWER SUPPLY																	
		3/5/2025	3/12/2025	3/19/2025	3/26/2025	4/2/2025	4/9/2025	4/16/2025	4/23/2025	4/30/2025	5/7/2025	5/14/2025	5/21/2025	5/28/2025	6/4/2025	6/11/2025	6/18/2025	6/25/2025	7/2/2025
1	Manuel L. Quezon ES	█																	
2	Baguio City SPED Center		█																
3	Gibraltar ES			█															
4	Rizal ES-Main				█														
5	Rizal ES Extension - Liteng					█													
6	Rizal NHS						█												
7	Happy Hollow NHS							█											
8	Happy Hollow ES								█										
9	Baguio Country Club Village ES									█									
10	Lindawan NHS										█								
11	Lindawan ES											█							
12	Springhills ES												█						
13	Fort del Pilar ES													█					
14	Fort del Pilar NHS														█				
15	Kias ES															█			
16	Loakan ES																█		
17	Mil-an NHS																	█	
18	Bakakeng ES																		█





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ITEM NO.	SCHOOL	BUILDING, LAND IMPROVEMENT AND POWER SUPPLY																	
		7/9/2025	7/16/2025	7/23/2025	7/30/2025	8/6/2025	8/13/2025	8/20/2025	8/27/2025	9/3/2025	9/10/2025	9/17/2025	9/24/2025	10/1/2025	10/8/2025	10/15/2025	10/22/2025	10/29/2025	11/5/2025
19	Bakakeng NHS	█																	
20	Camp 7 ES		█																
21	San Vicente ES			█															
22	San Vicente NHS				█														
23	Dona Aurora H. Bueno ES					█													
24	Hillside NHS						█												
25	Jose P. Laurel ES							█											
26	Manuel A. Roxas ES								█										
27	Roxas NHS									█									
28	Crystal Cave ES										█								
29	Dontogan ES											█							
30	Sto. Tomas ES												█						
31	Sto. Tomas NHS													█					
32	Adiwang ES														█				
33	Apolinario Mabini ES															█			
34	Baguio Central School																█		
35	Josefa Cariño ES																	█	
36	Pines City NHS																		█



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
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ITEM NO.	SCHOOL	BUILDING, LAND IMPROVEMENT AND POWER SUPPLY																	
		11/12/2025	11/19/2025	11/26/2025	12/3/2025	12/10/2025	12/17/2025	12/24/2025	12/31/2025	1/7/2026	1/14/2026	1/21/2026	1/28/2026	2/4/2026	2/11/2026	2/18/2026	2/25/2026	3/4/2026	3/11/2026
37	Aguinaldo ES	█																	
38	Baguio City NHS		█																
39	Alfonso Tabora ES			█															
40	Magsaysay ES				█														
41	Magsaysay NHS					█													
42	Dona Aurora NHS						█												
43	Doña Aurora ES							█											
44	Brookspoint ES								█										
45	Dona Nicasia J. Puyat ES									█									
46	Don Mariano Marcos ES										█								
47	Holy Ghost Extension ES											█							
48	Quezon Hill ES												█						
49	Quezon Hill NHS													█					
50	San Carlos Heights ES														█				
51	Pinget ES															█			
52	Pinget NHS																█		
53	Pinsao NHS																	█	
54	Pinsao ES																		█



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ITEM NO.	SCHOOL	BUILDING, LAND IMPROVEMENT AND POWER SUPPLY														
		3/18/2026	3/25/2026	4/1/2026	4/8/2026	4/15/2026	4/22/2026	4/29/2026	5/6/2026	5/13/2026	5/20/2026	5/27/2026	6/3/2026	6/10/2026	6/17/2026	6/24/2026
55	Fairview ES	█														
56	Bonifacio ES		█													
57	Guisad Valley NHS			█												
58	Lucban ES				█											
59	Pines City NHS					█										
60	Quirino Hill ES						█									
61	Dominican-Mirador NHS							█								
62	Dominican Mirador ES								█							
63	San Luis ES									█						
64	Pacday Quinio ES										█					
65	Joaquin Smith NHS											█				
66	Irisan ES												█			
67	Baguio City National Science HS													█		
68	Elpidio R. Quirino ES														█	
69	Irisan NHS															█

B. ICT EQUIPMENT - Every Tuesday of the Week from March 5 - June 30, 2025

C. MACHINERY EQUIPMENT (Office, Sports, Technical and Scientific) and OTHER MACHINERY (Motor vehicle, furniture and fixture) - Once a week from March 5 - June 30, 2025

D. MEDICAL/DENTAL EQUIPMENT- Once a week from March 5-April 30, 2025



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ENCLOSURE 2

SCHOOLS DIVISION OF BAGUIO CITY INVENTORY COMMITTEE

<p>A. Buildings, Land Improvement and Power Supply Chairperson: Engr. Jordan Gas-ib Members: Engr. Gerald Menzi Engr. Blenda Louise Alacyang Arch. Kimberly Yap Arch. Chester Washington Bayao Mr. Alexander Tumapang</p>	<p>D. MACHINERY EQUIPMENT (Office, Sports, Technical and Scientific) and OTHER MACHINERY (Motor Vehicle, Furniture and Fixture) Chairperson: Natalie T. Binayan Members: Jomarie Cordero Basilio Talco Arnold De Vera</p>
<p>B. INFORMATION AND COMMUNICATION TECHNOLOGY EQUIPMENT Chairperson: Harris G. Dizon Jr. Members: Natalie T. Binayan Jomarie P. Cordero Mark Ronald Cabatic Vincent Jay Luis Sonny Paday-os</p>	<p>D. MEDICAL/DENTAL EQUIPMENT Chairperson: Dr. Roder D. Sinot Jr. Members: Dr. Ma. Loreto M. Andrada Natalie T. Binayan Jomarie P. Cordero Juliet A. Ursabia Cynthia S. Cadawan</p>
<p>C. BOOKS Chairperson: Loida C. Mangangey Members: Vima G. Cadungog Lily Mabalot Jomarie P. Cordero Phoebe Jane Navarete Christopher David Oliva</p>	<p>E. SUPPLIES Chairperson: Vima G. Cadungog Members: Jomarie P. Cordero Basilio Talco Arnold De Vera</p>
<ul style="list-style-type: none"> • Lilibeth G. Desi - Accountant • Nieves D. Ebanio-Administrative Officer V 	



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