



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

February 5, 2026

DIVISION MEMORANDUM

No. **104-2026**

**CONTINUOUS CONDUCT OF INVENTORY OF SCHOOL SUPPLIES, MATERIALS
AND SEMI-EXPENDABLE PROPERTIES**

To: Public School District Supervisors
Public Elementary and Secondary School Heads
School Administrative Officer II
School Property Custodian
Other Concerned Personnel

1. In preparation for the submission of the **Report of Physical Count of Inventories (RPCI) as of June 30, 2026**, the inventory of school supplies, materials, and semi-expendable properties is presently being conducted in the schools.
2. The completed RPCI as of June 30, 2026 shall be submitted during the first week of July 2026. Likewise, the RPCI as of December 31, 2026 shall be submitted during the first week of January 2027 for consolidation by the Schools Division Office (SDO)-Supply and Property Management Unit, after which the consolidated report shall be submitted to the consolidated report to the top management and to the Commission on Audit (COA).
3. The semi-annual physical inventory will be conducted in June 2026, alongside the verification of other required supply-related documentary reports. However, the continuous inventory process began earlier to ensure the accuracy, completeness, and timely preparation of all inventory reports.
4. In line with this, the **following activities and timelines shall be strictly observed:**
 - a. Submission of the scanned Portable Document Format (PDF) File of School Inventory Committee through <https://forms.gle/DN413TYGvxxyysVB7> on or before February 20, 2026;
 - b. Conduct of continuous school inventory also to facilitate the proper disposal of SDO issued properties to schools until February 20, 2026, in support of the SDO disposal scheduled for April-May 2026;
 - c. Return of school unserviceable semi-expendable properties, verified during the actual school inventories and previously issued by the SDO, to the SDO-Supply and Property Management Unit during April-May 2026;



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- d. Semi-annual conduct of school inventory from May to June 2026 in preparation for the submission of both school-level RPCI and consolidated SDO RPCI.
5. As of this date, the current status of school inventories is summarized as follows:

ELEMENTARY SCHOOLS			
NO.	SCHOOL	SCHEDULE	REMARKS
DISTRICT 1			
1	Baguio Country Club Village ES	Feb. 2-6, 2026	done with initial school inventory
2	Gibraltar ES	Feb. 2-6, 2026	done with initial school inventory
3	Lindawan ES	Feb. 2-6, 2026	done with initial school inventory
4	Manuel L. Quezon ES	Feb. 9-13, 2026	
5	Rizal ES-Main	January 27, 2026	done with initial school inventory
6	Rizal ES Extension - Liteng	January 27, 2026	done with initial school inventory
DISTRICT 2			
1	Fort del Pilar ES	Feb. 2-6, 2026	
2	Happy Hollow ES	Feb. 9-13, 2026	
3	Kias ES	Feb. 9-13, 2026	
4	Springhills ES	Feb. 2-6, 2026	
DISTRICT 3			
1	Baguio City SPED Center	Feb. 16-20, 2026	
2	Camp 7 ES	Feb. 16-20, 2026	
3	Jose P. Laurel ES	Feb. 9-13, 2026	
4	Loakan ES	Feb. 2-6, 2026	
DISTRICT 4			
1	Apolinario Mabini ES	Feb. 2-6, 2026	done with initial school inventory
2	Brookspoint ES	Feb. 2-6, 2026	done with initial school inventory
3	Don Mariano Marcos ES	Feb. 2-6, 2026	done with initial school inventory
4	Doña Aurora ES	Feb. 2-6, 2026	done with initial school inventory
5	Dona Nicasia J. Puyat ES	Feb. 2-6, 2026	done with initial school inventory
DISTRICT 5			
1	Adiwang ES	Feb. 9-13, 2026	



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2	Crystal Cave ES	Feb. 9-13, 2026	
3	Dontogan ES	Feb. 9-13, 2026	
4	Manuel A. Roxas ES	Feb. 2-6, 2026	
5	Sto. Tomas ES	Feb. 9-13, 2026	
DISTRICT 6			
1	Aguinaldo ES	Feb. 9-13, 2026	
2	Baguio Central School	Feb. 9-13, 2026	
3	Dominican Mirador ES	Feb. 9-13, 2026	
4	Josefa Cariño ES	Feb. 9-13, 2026	
5	San Luis ES	Feb. 9-13, 2026	
DISTRICT 7			
1	Elpidio R. Quirino ES	Feb. 9-13, 2026	
2	Irisan ES	Feb. 9-13, 2026	
3	Quezon Hill ES	Feb. 16-20, 2026	
4	San Carlos Heights ES	Feb. 16-20, 2026	
DISTRICT 8			
1	Bonifacio ES	Feb. 9-13, 2026	
2	Fairview ES	Feb. 2-6, 2026	
3	Holy Ghost Extension ES	Feb. 2-6, 2026	
4	Lucban ES	Feb. 2-6, 2026	
5	Pinsao ES	Feb. 9-13, 2026	
DISTRICT 9			
1	Alfonso Tabora ES	January 27, 2026	done with initial school inventory
2	Magsaysay ES	January 27, 2026	done with initial school inventory
3	Pinget ES	Feb. 2-6, 2026	
4	Quirino Hill ES	Feb. 2-6, 2026	
DISTRICT 10			
1	Bakakeng ES	Feb. 2-6, 2026	



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2	Dona Aurora H. Bueno ES	Feb. 2-6, 2026	
3	Pacday Quinio ES	Feb. 9-13, 2026	
4	San Vicente ES	Feb. 2-6, 2026	

SECONDARY SCHOOLS			
NO.	SCHOOL	SCHEDULE	REMARKS
DISTRICT 1			
1	Lindawan NHS	Feb. 2-6, 2026	done with initial school inventory
2	Rizal NHS	January 27, 2026	done with initial school inventory
DISTRICT 2			
3	Fort del Pilar NHS	Feb. 2-6, 2026	
4	Happy Hollow NHS	Feb. 9-13, 2026	done with initial school inventory
DISTRICT 3			
5	Baguio City NHS	Feb. 16-20, 2026	
6	Hillside NHS	Feb. 16-20, 2026	
7	Mil-an NHS	Feb. 16-20, 2026	
DISTRICT 4			
8	Dona Aurora NHS	Feb. 2-6, 2026	done with initial school inventory
DISTRICT 5			
9	Roxas NHS		
10	Sto. Tomas NHS	Feb. 9-13, 2026	
DISTRICT 6			
11	Dominican-Mirador NHS	Feb. 9-13, 2026	
12	Pines City NHS	Feb. 16-20, 2026	
DISTRICT 7			
13	Baguio City National Science HS	Feb. 16-20, 2026	
14	Irisan NHS	Feb. 9-13, 2026	
15	Quezon Hill NHS	Feb. 16-20, 2026	



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DISTRICT 8		
16	Guisad Valley NHS	Feb. 16-20, 2026
17	Pinsao NHS	Feb. 16-20, 2026
DISTRICT 9		
18	Magsaysay NHS	Feb. 16-20, 2026
19	Pinget NHS	Feb. 2-6, 2026
DISTRICT 10		
20	Bakakeng NHS	Feb. 2-6, 2026
21	Joaquin Smith NHS	Feb. 16-20, 2026
22	San Vicente NHS	Feb. 2-6, 2026

5. All concerned are expected to extend their full cooperation to ensure the orderly, accurate, and timely conduct of inventory activities and compliance with inventory and reporting requirements.
6. For information, guidance, and strict compliance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU/vgc