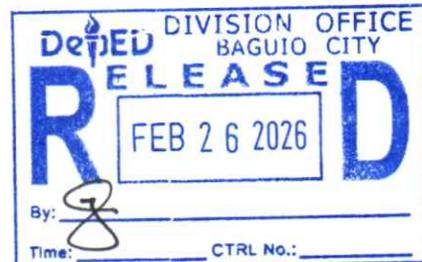




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



February 26, 2026

**OFFICE MEMORANDUM**

No. **023,2026**

**NOTICE OF MEETING: PROPERTY INVENTORY COMMITTEE AND 2026 INVENTORY PLANNING**

To: Assistant Schools Division Superintendent  
 Inventory Committee Members  
 All Others Concerned

1. This is to inform all concerned of the scheduled meeting on **March 3, 2026, at 1:30 PM** at the SDO - Third Floor Training Hall.
2. The agenda of the meeting includes the following:
  - a. Review and results of the 2025 Physical Inventory;
  - b. Designation of 2026 Physical Inventory Team (Property, Plant and Equipment, Semi-Expendable Property and Supplies);
  - c. Strategic planning for the conduct of the 2026 Physical Inventory Plan; and,
  - d. Other related matters

3. The participants are as follows:

OIC-Assistant Schools Division Superintendent	Carmel F. Meris
2025 Inventory Committee Members	<b>A. Buildings, Land Improvement and Power Supply</b> Chairperson: Engr. Jordan Gas-ib Members: Engr. Gerald Menzi Engr. Blenda Louise Alacyang Arch. Kimberly Yap Arch. Chester Washington Bayao Mr. Alexander Tumapang
	<b>B. INFORMATION AND COMMUNICATION TECHNOLOGY EQUIPMENT</b> Chairperson: Harris G. Dizon Jr. Members: Natalie T. Binayan Vincent Jay Luis Sonny Paday-os
	<b>C. BOOKS</b> Chairperson: Loida C. Mangangey Members: Vima G. Cadungog Lily Mabalot Phoebe Jane Navarete Christopher David Oliva





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	<b>D. MACHINERY EQUIPMENT (Office, Sports, Technical and Scientific) and OTHER MACHINERY (Motor Vehicle, Furniture and Fixture)</b> Chairperson: Natalie T. Binayan Members: Basilio Talco Arnold De Vera
	<b>E. MEDICAL/DENTAL EQUIPMENT</b> Chairperson: Dr. Roder D. Sinot Jr. Members: Dr. Ma. Loreto M. Andrada Natalie T. Binayan Jomarie P. Cordero Juliet A. Ursabia Cynthia S. Cadawan
	<b>E. SUPPLIES</b> Chairperson: Vima G. Cadungog Members: Basilio Talco Arnold De Vera
Accountant	Lilibeth G. Degsi
Administrative Officer V	Nieves D. Ebanio

4. For information, guidance and strict compliance.

Digitally signed by Soraya T. Faculo  
Date: 2026.02.26 16:34:03 +08'00'

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent

OSDS/SPMU/vgc



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