



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



March 17, 2026

OFFICE MEMORANDUM

No. **030,2026**

**SCHEDULE FOR PERIODIC INVENTORY OF SUPPLIES AT THE SCHOOLS
DIVISION OFFICE**

To: Supplies Inventory Committee
All Others Concerned

1. To ensure accurate and up-to-date inventory records and compliance with accounting and inventory management procedures, the Supplies Inventory Committee, in coordination with the Supply and Property Management Unit, will **conduct a physical inventory of all supplies in the SDO stockroom twice a month, specifically on the second and last Thursday of each month, from 8:00 AM to 1:00 PM** starting on March 26, 2026.
2. During the inventory, the stockroom will be **temporarily closed to all transactions related to the receipt, issuance and movement of supplies**. All receipts and issuances of supplies during this period will be **suspended**, and any pending transactions will be **processed only after the inventory has been completed**. This process will support **periodic reconciliation and the timely identification of discrepancies**, which will then be **verified and adjusted accordingly**.
3. For information, guidance and strict compliance.


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