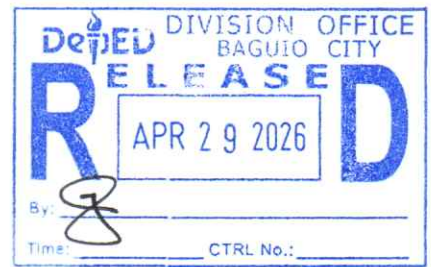




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



April 29, 2026

**OFFICE MEMORANDUM**  
 No. **039,2026**

**ORIENTATION FOR THE CONDUCT OF FY 2026 ACTUAL PHYSICAL INVENTORY FOR PROPERTY, PLANT AND EQUIPMENT (PPE) AND SEMI-EXPENDABLE PROPERTIES, SUPPLIES AND MATERIALS**

To: All SDO Inventory Committee  
 Others Concerned

1. In view of scheduling adjustments and to ensure the availability of all concerned personnel, the **orientation for the Conduct of FY 2026 Actual Physical Inventories for PPE and Semi-Expendable Properties, Supplies and Materials** will be held on April 30, 2026 at the Third Floor Training Hall from 1:30 PM onwards.

2. The participants are as follows:

<b>Accountant</b>	Lilibeth G. Degsi
<b>Administrative Officer V</b>	Nieves D. Ebanio
<b>PROPERTY, PLANT AND EQUIPMENT INVENTORY COMMITTEES:</b>	
<p>a. <b><u>BUILDINGS, LAND IMPROVEMENT AND POWER SUPPLY</u></b>          Chairperson: Engr. Jordan Gas-ib          Members: Mr. Alexander Tumapang</p> <p style="padding-left: 40px;">Arch. Shayla Macario          Engr. Blenda Louise Alacyang          Mr. Alexander Tumapang          Arch. Kimberly Yap          Arch. Chester Washington          Bayao          Natalie Binayan          Loida Durante</p> <p>Recorders: Arnold De Vera          Peter Lid-ayan</p> <p>Validators: Jonathan Botengan          Basilio Talco</p>	<p>b. <b><u>MACHINERY EQUIPMENT (Office, Sports, Technical and Scientific) and OTHER MACHINERY (Motor Vehicle, Furniture and Fixture)</u></b>          Chairperson: Natalie T. Binayan</p> <p>Members: Natalie T. Binayan          Loida Durante          Riza Tan          Vincent Jay Luis          Sonny Paday-os</p> <p>Recorders: Arnold De Vera</p> <p>Validators: Jonathan Botengan          Basilio Talco</p>
<p>c. <b><u>INFORMATION AND COMMUNICATION TECHNOLOGY EQUIPMENT</u></b>          Chairperson: Harris G. Dizon Jr.</p> <p>Members: Natalie T. Binayan          Loida Durante          Riza Tan          Vincent Jay Luis          Sonny Paday-os</p> <p>Recorders: Arnold De Vera          Jonathan Botengan</p> <p>Validators: Jonathan Botengan          Basilio Talco</p>	<p>d. <b><u>MEDICAL/DENTAL EQUIPMENT Sports, Technical and Scientific)</u></b>          Chairperson: Dr. Roger D. Sinot Jr.</p> <p>Members: Dr. Ma. Loreto M. Andrada          Natalie T. Binayan          Juliet A. Ursabia          Cynthia S. Cadawan</p> <p>Recorders: Arnold De Vera          Jonathan Botengan</p> <p>Validators: Jonathan Botengan          Basilio Talco</p>
<b>SEMI-EXPENDABLE PROPERTY</b>	



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600  
 Telephone No.: (074) 665-1231  
 Email Address: baguio.city@deped.gov.ph





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<p>a. Committee Name Category:  <b><u>SEMI-EXPENDABLE EQUIPMENT</u></b>  <b>(ICT, Office, Sports, Medical, Other Other Equipment)</b></p> <p>Chairperson: Harris G. Dizon Jr.          Members: Vincent Jay Luis                    Sonny Paday-os                    Natalie T. Binayan                    Riza Tan                    Vima G. Cadungog                    Dr. Ma. Loreto M. Andrada                    Juliet A. Ursabia                    Cynthia S. Cadawan                    Lily Mabalot                    Phoebe Jane Navarete</p> <p>Recorders:       Arnold De Vera                            Basilio Talco</p> <p>Validators:       Roberto Catap</p>	<p>b. <b><u>BOOKS</u></b></p> <p>Chairperson: Loida C. Mangangey          Members: Lily Mabalot                    Phoebe Jane Navarete                    Christopher David Oliva                    Vima G. Cadungog</p> <p>Recorders:       Arnold De Vera                            Basilio Talco</p> <p>Validators:       Roberto Catap</p>
<p>c. Committee Name Category:  <b><u>SEMI-EXPENDABLE FURNITURE</u></b>  <b><u>AND FIXTURE</u></b></p> <p>Chairperson: Engr. Jordan Gas-ib          Members: Mr. Alexander Tumapang                    Arch. Shayla Macario                    Engr. Blenda Louise Alacyang                    Mr. Alexander Tumapang                    Arch. Kimberly Yap                    Arch. Chester Washington Bayao                    Vima Cadungog                    Riza Tan</p> <p>Recorders: Arnold De Vera                            Peter Lid-ayan</p> <p>Validators: Roberto Catap</p>	<p>d. <b><u>SUPPLIES AND MATERIALS</u></b></p> <p>Chairperson: Vima G. Cadungog          Members: Natalie T. Binayan                    Lourdelyn Garcia                    Pear Quero                    Riza Tan                    Arnold De Vera                    Basilio Talco</p>

3. The agenda for the orientation is as follows:

- a. Overview of Inventory Activity
- b. Procedures of the Actual Physical Inventory
- c. Assignment of Inventory Committee
- d. Schedule of Inventory (Enclosure A)
- e. Other Matters

3. For information, guidance and strict compliance.

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

For the Schools Division Superintendent:

**NIEVES D. EBANIO**  
 Administrative Officer V

OSDS/SPMU-vgc



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Enclosure A

**FY 2026-SCHEDULE OF PHYSICAL INVENTORY FOR PPE& SEMI-EXPENDABLE  
PROPERTIES, SUPPLIES AND MATERIALS**

<b>SCHOOLS</b>	
<b>School</b>	<b>Date</b>
Baguio City National Science High School	May 6, 2026
Elpidio Quirino Elementary School	May 6, 2026
Irisan Elementary School	May 6, 2026
Irisan National High School (JHS/SHS)	May 6, 2026
Joaquin Smith National High School	May 6, 2026
Pacday Quinio Elementary School	May 6, 2026
Aguinaldo Elementary School	May 7, 2026
Fairview Elementary School	May 7, 2026
Holyghost Extension Elementary School	May 7, 2026
Pines City National High School (JHS/SHS)	May 7, 2026
Quezon Hill Elementary School	May 13, 2026
San Carlos Height Elementary School	May 13, 2026
Quezon Hill National High School	May 13, 2026
Quezon Hill National High School	May 13, 2026
Pinget Elementary School	May 14, 2026
Pinsao Elementary School	May 14, 2026
Pinget National High School	May 14, 2026
Pinsao National High School	May 14, 2026
Pinget National High School (JHS/SHS)	May 14, 2026
Dona Aurora H. Bueno Elementary School	May 20, 2026



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Gibraltar Elementary School	May 20, 2026
Jose P. Laurel Elementary School	May 20, 2026
Manuel L. Quezon Elementary School	May 20, 2026
BCSPED	May 20, 2026
Hillside National High School	May 20, 2026
Rizal Elementary School	May 21, 2026
Rizal National High School (JHS/SHS)	May 21, 2026
Baguio Country Club Elementary School	May 27, 2026
Happy Hollow Elementary School	May 27, 2026
Lindawan Elementary School	May 27, 2026
Springhills Elementary School	May 27, 2026
Happy Hollow National High School (JHS/SHS)	May 27, 2026
Lindawan National High School (JHS/SHS)	May 27, 2026
Bonifacio Elementary School	May 28, 2026
Lucban Integrated School	May 28, 2026
Quirino Hill Elementary School	May 28, 2026
Guisad Valley National High School	May 28, 2026
Guisad Valley National High School	May 28, 2026
Camp 7 Elementary School	June 10, 2026
Fort del Pilar Elementary School	June 10, 2026
Kias Elementary School	June 10, 2026
Loakan Elementary School	June 10, 2026
Fort del Pilar National High School	June 10, 2026
Mil-an National High School (JHS/SHS)	June 10, 2026
Fort del Pilar National High School	June 10, 2026