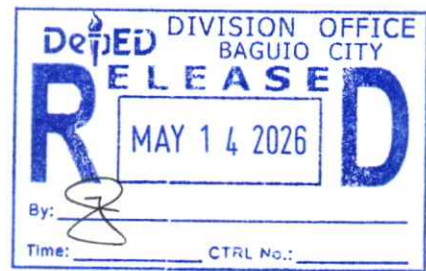




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



May 13, 2026

DIVISION MEMORANDUM

No. **332-2026**

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

To: All SDO Inventory Committee
Public School Heads
School Administrative Officers
School Property Custodians
Others Concerned

1. In view of OM No. 39, s. 2026 and DM No. 179 s. 2026, please be informed that the scheduled inventory for Dona Aurora H. Bueno Elementary School, Gibraltar Elementary School, Jose P. Laurel Elementary School, Manuel L. Quezon Elementary School, Baguio SPED, and Hillside National High School on May 20, 2026, is hereby rescheduled to May 26, 2026 due to the attendance of School Administrative Officer II/School Property Custodians in the Conduct of Division Capability Building for AO2, PDO 1 and Level 1 Employees of SDO Baguio City on the said date pursuant to DM No. 314 s. 2026.
2. This adjustment is necessary to ensure the full participation of the concerned personnel in the capability building and to maintain the accuracy and completeness of the inventory process.
3. For information and guidance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU-vgc



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