



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 12, 2026

DIVISION MEMORANDUM

No. **686-2026**

**CONDUCT OF ON-SITE PHYSICAL INVENTORY OF BAGUIO CITY-ISSUED
PROPERTIES AND PRE-INVENTORY GUIDELINES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
School Administrative Officers
All Others Concerned

1. This is to inform that the Baguio City General Services Office (GSO) in coordination with the SDO Supply and Property Unit, will conduct an **On-Site Physical Inventory of all City-Issued Properties across all public schools and the SDO on December 1 to 11, 2026.**

2. In relation to this, the Masterlists of City-Issued Properties Covering CY 2024 and prior years per school will be sent directly to the official school email addresses and the email accounts of all School Administrative Officers/Supply Officers starting October 12, 2026.

3. All School Heads, School Administrative Officers and School Supply Officers/Property Custodians are directed to perform the following pre-inventory preparations, upon receipt of the emailed inventory masterlists per school:

- Reconcile the emailed 2024 and prior-years city issued property list against actual physical items;
- Tag all Property, Plant, Equipment (PPE) and Semi-Expendable (SE) Properties temporarily using masking tape indicating the item description, assigned property number, and funding source (SEF or City Issued) prior to the arrival of the inventory team; and,
- Ensure that **all City Issued PPE and Semi-Expendable properties** (including portable ICT equipment issued to personnel) are **physically present at the school during the actual conduct of inventory** for physical inspection and verification by the Baguio City GSO Inventory Team.

4. School Administrative Officers or School Supply Officers/Property Custodians and SDO Sections Property Focal Persons must be **physically present during** the assigned inventory dates to assist, guide and facilitate the assigned City GSO Inventory Teams during the actual physical count and verification.

5. For information, guidance and strict compliance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU-vgc