



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



7 Mar 2023

DIVISION MEMORANDUM
No. 091, S. 2023

2023 ANNUAL INVENTORY OF SCHOOL PROPERTIES

To: Public Elementary, Secondary and Senior High School Heads

1. This is to inform the field that the Annual Inventory of School Properties and Fixed Assets shall be conducted in all public elementary schools, non-autonomous secondary schools & senior high schools on March 21-31, 2023 and April 11-14, 2023.
2. The Division Inventory Committee is composed of the following:

Chair: Armin M. Tayag
Co-Chair: Avenair V. Mendoza
COA Representative

Members: Dennis Bautista
Sherwin C. Aronce
1 Acctg Personnel
3. The school head, property custodian and teacher librarian are required to be in school during the committee's visit. Likewise, teachers should be reminded to open their classrooms during the inventory.
4. The attached Schedule must be followed STRICTLY.
5. Please prepare one (1) hard copy of updated **IT Inventory, IT semi-expendables, Office Equipment Inventory, Office Equip. semi-expendables, Books/Instructional Mat'ls Inventory, Furniture & Fixtures Inventory, Building Inventory, Other Structures, Sports/Music Equipment Inventories, TLE and SME** as basis for on-site inventory.
6. Soft copies will be sent to the link indicated at the A.C. Custodian GC three (3) days after on-site inventory.
7. Wide dissemination of and strict compliance to this Memorandum is desired.


MA. IRELYN P. AMAYO PhD, CESO V
School Division Superintendent



Republic of the Philippines
Department of Education
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Encl.: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

INVENTORY

AMT/AOIV/March 7, 2023

Schedule of Inventory

| | | |
|----------|--------------------------|-------------------|
| MARCH 21 | NORTHVILLE15 IS | 9:00 - 10:30 AM |
| | CUTUD ES | 10:40 - 12:00 NN |
| | EPZA RESETTLEMENT ES | 1:00 -2:30 PM |
| | BVRHS SHS | 2:30 - 3:45 PM |
| | PULUNG CACUTUD ES | 3:50 - 5:00 PM |
| MARCH 22 | GRLIS | 9:00 - 10:30 AM |
| | SAPA LIBUTAD ES | 10:40 - 12:00 NN |
| | ENRICA SANDICO ES | 1:00 - 2:00 PM |
| | JOSE P. DIZON ES | 2:15 - 4:00 PM |
| MARCH 23 | FGNMHS SHS | 8:30 - 10:15 AM |
| | PINEDA GUTIERREZ ES | 10:20 - 12:00 NN |
| | A.G. TINIO ES | 1:00 - 2:00 PM |
| | MINING ES | 2:10 - 3:15 PM |
| | DAMIS | 3:30 - 4:30 PM |
| MARCH 24 | BELEN HOMESITE ES | 8:45 - 10:30 AM |
| | SALAPUNGAN ES | 10: 40 - 12:00 NN |
| | SAN IGNACIO ES | 12:30 - 1:30 PM |
| | AC Senior High School | 1:30 - 2:40 PM |
| | MARISOL BLISS ES | 2:45 - 4:00 PM |
| MARCH 28 | PULUNGBULU ES | 8:15 - 10:00 AM |
| | STO. DOMINGO IS | 10:10 -12:00 NN |
| | LEONCIA VILLAGE ES | 1:00 - 2:30 PM |
| | APUNG GUIDANG ES | 2:45 - 4:30 PM |
| MARCH 29 | CUTCUT ES | 8:30 - 10:00 AM |
| | M. NEPO ES | 10:15 - 12:00 NN |
| | DON PEPE HENSON ES | 12:30 - 1:30 PM |
| | PAMPANG ES | 1:40 - 3:00 PM |
| | ACNHS SHS | 3:00 - 4:30 PM |
| MARCH 30 | STO. ROSARIO ES | 8:10 - 10:00 AM |
| | LNW ES | 10:15 - 12:00 NN |
| | STA. TERESITA ES | 1:00 - 2:30 PM |
| | RLLMHS SHS | 2:45 - 4:15 PM |
| MARCH 31 | CUAYAN ES | 8:30 - 10:00 AM |
| | E.M. GANZON ES | 10:15 - 12:00 NN |
| | AMSIC IS | 1:00 - 2:45 PM |
| | MALABANIAS IS | 3:00 - 4:30 PM |
| APRIL 11 | TACONDO ES | 8:45 - 10:15 AM |
| | SAPANG BATO ES | 10:15 - 12:00 NN |
| | SAPANG BATO SHS | 12:30 - 1:30 PM |
| | SAPANG BATO NHS | 1:30 - 2:30 PM |
| | SITIO TARGET | 2:45 - 4:00 PM |
| APRIL 12 | AIR FORCE CITY ES | 8:30 - 9:30 AM |
| | A.G. PABALAN ES | 9:45 - 12:00 NN |
| | STA. MARIA ES | 1:00 - 2:00 PM |
| | GUECO BALIBAGO ES | 2:20 - 3:40 PM |
| | SITIO PADER ES | 3:40 - 4:30 PM |
| APRIL 13 | T.P. TINIO ES | 8:30 - 10:15 AM |
| | VIRGEN DELOS REMEDIOS ES | 10:30 - 12:00 NN |
| | CLEMENDES | 12:15 - 1:30 PM |
| | C. N. DAYRIT MHS | 1:30 - 2:30 PM |
| | AES | 2:40 - 4:30 PM |
| APRIL 14 | ACNTS SHS | 8:30 - 10:00 AM |
| | ACSci SHS | 10:10 -12:00 NN |
| | CM RECTO ICT | 1:00 - 2:30 PM |
| | | 2:30- 4:00 PM |