



Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



11 April 2025

DIVISION MEMORANDUM

No. 35, S. 2025

2025 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 May 6 – 23, 2025.
2. The Division Inventory Committee is composed of the following:

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

Members: Dennis Bautista
Charlon B. Omlang
1 HR Personnel
1 Acctg Personnel
3. The school head and property custodian are required to be in school during the committee's visit. Likewise, the property custodian shall make sure that the classrooms, libraries and laboratories are open 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.


ENGR. EDGARD C. DOMINGO PhD, CESO V
School Division Superintendent

Jesus St., Brgy. Pulunghulu, Angeles City 2009
[045\) 901-9498](tel:0459019498) / angeles.city@deped.gov.ph



Schedule of Inventory

MAY 6	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
MAY 7	GRLLIS	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
MAY 8	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
MAY 9	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
MAY 13	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
MAY 14	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
MAY 15	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
MAY 16	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
MAY 20	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
MAY 21	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
MAY 22	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
MAY 23	ACNTS SHS	8:30 - 10:00 AM
	ACSci SHS	10:10 -12:00 NN
	CM RECTO ICT	1:00 - 2:30 PM



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Encl.: As stated

Reference:

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

INVENTORY

AMT/AOIV/April 11, 2025