

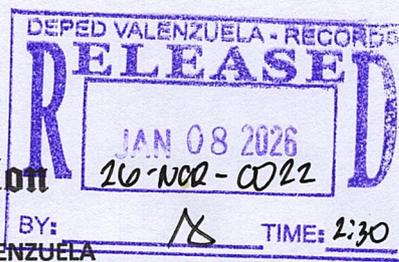


DepEd ICT Unit

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Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the School Division  
Superintendent

**MEMORANDUM**

No. 0015, s. 2026

**ANNUAL PHYSICAL INVENTORY OF PROPERTY FOR CY 2025**

**To: Division Audit Team  
Public Schools District Supervisors  
Principals/School Heads  
Administrative Officers II/JHS/SHS Property Custodians  
All Concerned**

1. Pursuant to the provisions of the Government Accounting Manual, the 2025 Annual Physical Inventory of Property, Plant and Equipment, Semi-Expendables, and Consumables Supplies in the Division Office shall be held on the following schedules:

- January 12 – 23, 2026 – Elementary and Secondary Schools, Library Hub, ValSPED, and ALS
- January 26, 2026 – School Governance and Operations Division (SGOD)
- January 27, 2026 – Office of the Schools Division Superintendent (OSDS)
- January 28, 2026 – Curriculum Implementation Division (CID)

Attached also is the schedule of the Annual Inventory Audit Activity.

2. All Inventory Reports of National Funded Properties (RPCI/RPCSP/RPCPPE) and other pertinent inventory records for Property, Plant and Equipment, and Semi Expendables and Consumable supplies including Property Card, Building Card, Supplies Ledger Cards (SLCs) and Stock Cards (SCs), NSBI, RSMI, RIS and ICS as per COA circular 2022-004 shall be prepared and available during the inspection.

3. The members of the 2026 Annual Inventory/Audit Team are as follows:

a. SDO Property Audit Team

Atty. Mark Angelo S. Enriquez	OIC-Administrative Officer V
Mr. Rodel U. Antonio	Audit Team Head
Mr. Kelly G. Magusib	NSBI Validator
Mrs. Michelle M. Francisco	Accounting Forms Validator
Mr. Noel E. Reyes	DCP Equipment Monitoring
Kareshene SD. Malvar	DCP Equipment Monitoring
Neil Ian Leoj M. Pabunan	DCP Equipment Monitoring
Mrs. Jennifer Diane C. Deang	Checker
Ms. Nikki Diane Luzon	Checker



Address: Pío Valenzuela St., Marulas, Valenzuela City  
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
Email Address: [sdvalenzuela@deped.gov.ph](mailto:sdvalenzuela@deped.gov.ph)  
Official Website: <https://www.depedvalenzuela.com>





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Ms. Divina DC. Esguerra	Checker
Mr. Dominick A. Montalbo	Checker
Mr. John Vince D. Dela Cruz	Checker
Ms. Eduardo Q. Celorico Jr.	Checker
Mr. Michelle C. Doma	Checker
Mr. Emerzon D. Santiago	Checker/Driver

b. Request assistance of the following Public Schools District Supervisors:

Cong I: Dr. Editha D. Baesa, Dr. Grace I. Yumul  
Cong II: Dr. Sofia SD. Quilbio, Domingo A. Lozande  
SHS: Dr. Edna L. Llanera  
Central District: Dr. Ma. Teresita U. Pangan  
East District: Dr. Walter H. Fabro, Dr. Arnel Poja  
North District: Dr. Melvin Willy II B. Roque  
South District: Dr. Soliman Rejuso II

c. Commission on Audit

Resident Auditor or his/her representative.

- Expenses relevant to this activity may be charged against MOOE fund subject to accounting and auditing rules and regulations.
- To ensure continuous delivery of services in their respective offices, personnel assigned to this inventory will be on an alternate schedule.
- For your information and compliance.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: Schedule of Inventory  
Reference: N o n e  
To be indicated in the Perpetual Index  
under the following subjects:

**ANNUAL INVENTORY AUDIT**

MCD/RUA/PROPERTY/MEMO\_ANNUALINV2026/January 5, 2026



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**SCHEDULE OF ANNUAL PHYSICAL INVENTORY TAKING OF  
PROPERTY FOR CY 2025**

**Day 1 – January 12, 2026 (Monday)**

Perpetua R. San Diego Elementary School\*  
Arkong Bato National High School  
Pio Valenzuela Elementary School  
Wawang Pulo National High School  
Wawang Pulo Elementary School  
Polo National High School\*  
Arcadio F. Deato Elementary School  
Isla Elementary School  
Tagalag Elementary School  
Coloong Elementary School

**Day 3 – January 14, 2026 (Wednesday)**

Valenzuela National High School\*  
Caruhatan East Elementary School  
Ignacio Doon Elementary School  
Caruhatan West Elementary School  
Caruhatan National High School  
Serrano Elementary School\*  
Bitik Elementary School  
Constantino Elementary School  
San Miguel Heights Elementary School  
Marulas Central School

**Day 5 – January 16, 2026 (Friday)**

Santiago A. De Guzman Elementary School\*  
Gen. T. De Leon Elementary School  
Gen. T. De Leon National High School  
Justice Eliezer Delos Santos Nat'l High School  
Ugong Senior High School  
Antonio M. Serapio Elementary School\*  
Sitero Francisco Memorial National High School  
Silvestre Lazaro Elementary School  
Apolonio Rafael Elementary School  
Mapulang Lupa National High School  
Pio Carreon Elementary School

**Day 2 – January 13, 2026 (Tuesday)**

Roberta de Jesus Elementary School\*  
Bignay National High School  
Disiplina Village Bignay National High School  
Disiplina Village Bignay Elementary School  
Punturin Senior High School  
Punturin Elementary School\*  
Vicente P. Trinidad National High School  
Apolonia Casimiro Faustino Elem School  
Lawang Bato Elementary School  
Lawang Bato National High School

**Day 4 – January 15, 2026 (Thursday)**

Rincon Elementary School\*  
Pasolo Elementary School  
Dalandanan National High School  
Malanday National High School  
Andres Fernando Elementary School  
Paltok Elementary School\*  
Luis Francisco Elementary School  
Veinte Reales National High School  
Santos Encarnacion Elementary School  
Sitio Sto. Rosario Elementary School

**Day 6 – January 19, 2026 (Monday)**

Andres Mariano Elementary School\*  
Bagbaguin National High School  
Pedro L. Santiago Elementary School  
Canumay East National High School  
Canumay East Elementary School  
Paso de Blas Elementary School\*  
Paso de Blas National High School  
Maysan Elementary School  
Maysan National High School  
Parada National High School  
Parada Elementary School



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**Day 7 – January 20, 2026 (Tuesday)**

Canumay West Elementary School\*  
Canumay West National High School  
Lingunan National High School  
Lingunan Elementary School  
Dalandanan Elementary School  
Malinta Elementary School\*  
Malinta National High School  
Valenzuela City Schools of Math and Science  
Pinalagad Elementary School

**Day 8 – January 21, 2026 (Wednesday)**

Library Hub  
Valenzuela SPED Center  
ALS

Prepared by:

**DOMINICK A. MONTALBO**  
Administrative Aide VI

Validated by:

**RODEL U. ANTONIO**  
Administrative Officer IV

Noted by:

**ATTY. MARK ANGELO S. ENRIQUEZ**  
Attorney III  
OIC-Administrative Officer V

Recommending approval:

**ERNEST JOSEPH C. CABRERA**  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent

Approved by:

**NOEL D. BAGANO**  
Schools Division Superintendent