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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

No. 0343, s. 2026

SEMI-ANNUAL PHYSICAL INVENTORY OF PROPERTY FOR CY 2026

**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 2026 Semi-Annual Physical Inventory of Semi-Expendables and Consumables Supplies in the Division Office shall be held on the following schedules:

- May 11 - 21, 2026 – Elementary and Secondary Schools, Library Hub, ValSPED, and ALS
- May 25, 2026 – School Governance and Operations Division (SGOD)
- May 26, 2026 – Office of the Schools Division Superintendent (OSDS)
- May 27, 2026 – Curriculum Implementation Division (CID)

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

2. All Inventory Reports of Local School Board/City School Board Properties and National funded Properties (RPCI/RPCSP/CSB Property/Books, LMs, SLMs and Teacher's Manuals) including other pertinent inventory records for Semi Expendables per COA circular 2022-004 and consumable supplies, and other pertinent records including Supplies Ledger Cards (SLCs) and Stock Cards (SCs), RSMI, RSPI, RIS and ICS shall be prepared and available during the inspection.

3. The members of the 2026 Semi -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 |
| Mr. Myron Willie Roque III | 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 |



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Ms. Nikki Diane Luzon	Checker
Ms. Divina DC. Esguerra	Checker
Mr. Dominick A. Montalbo	Checker
Mr. John Vince D. Dela Cruz	Checker
Ms. Michelle C. Doma	Checker
Mr. Emerzon D. Santiago	Checker/Driver

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

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

c. Commission on Audit

Mr. Raymond L. Cerdiño – Resident Auditor or his representative

- Expenses relevant to this activity may be charged against school canteen fund or 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:

SEMI- ANNUAL INVENTORY AUDIT

DAM/RUA/PROPERTY/MEMO_SEMI-ANNUALINV2026/April 22, 2026



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**SCHEDULE OF SEMI-ANNUAL PHYSICAL INVENTORY TAKING
OF PROPERTY FOR CY 2026**

Day 1 – May 11, 2026 (Monday)

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

Day 3 – May 13, 2026 (Wednesday)

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

Day 5 – May 18, 2026 (Monday)

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

Day 2 – May 12, 2026 (Tuesday)

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

Day 4 – May 14, 2026 (Thursday)

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

Day 6 – May 19, 2026 (Tuesday)

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



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Day 7 – May 20, 2026 (Monday)

Andres Mariano Elementary School*
Bagbaguin National High School
Pedro L. Santiago Elementary School
Canumay East Elementary School
Canumay East National High 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

Day 8 – May 21, 2026 (Thursday)

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