



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

MAY 15 2025

DIVISION MEMORANDUM

No. 304, s. 2025

SCHOOL INVENTORY REPORT VALIDATION

To: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public Elementary School Heads
Administrative Officer II
All Others Concerned

1. In support of the SDO Supply Office's ongoing efforts to reconcile inventory data, inspect property accountability, and reduce workload at the field level, the Division Supply Office will be conducting school visits every Thursday beginning May 22, 2025, until June 26, 2025.

2. These visits will primarily focus on:

- Physical Verification of Assets and Inventory
- Validation of Property Records against Actual Items
- Technical Assistance on Inventory Management and Reporting

3. The scheduled schools and their assigned Administrative Officers II (AO IIs) are outlined below:

	School	AOII	Date	Time
1	Elia T. Canoy-Esperancilla ES	R. Gemotra	5/22/2025	AM
2	Tu-ong ES	R. Gemotra	5/22/2025	AM
3	Raymundo Tupas ES	C. Son	5/22/2025	PM
4	Raymundo Tupas ES-Extn.	C. Son	5/22/2025	PM
5	Onofre dela Paz ES	M. Guillen	5/29/2025	AM
6	Pedro R. Katalbas Sr II ES	D. Soberano	5/29/2025	AM
7	Filomeno S. Pascual ES	C. Seposo	5/29/2025	PM
8	Josebio L. Gonzaga MS	C. Seposo	5/29/2025	PM
9	Laon ES	V. Denoy	6/5/2025	AM
10	Baviera ES	D. Villanueva	6/5/2025	PM
11	Patricio M. Baviera NHS	D. Villanueva	6/5/2025	PM
12	Plaridel ES	C. Balicas	6/19/2025	AM
13	Talusan ES	M. Guillen	6/19/2025	AM
14	Lopez Jaena ES	L. Gabayeron	6/19/2025	PM
15	Sagay City SHS	V. Balmoria	6/19/2025	PM
16	Romeo V. Agustin ES	V. Denoy	6/26/2025	



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4. All school heads concerned are requested to coordinate with their designated AO II and ensure their presence as well as prepare updated inventory documents for review
5. Wide dissemination of this memorandum is desired.
6. For inquiries or clarification, schools may contact the Division Supply Office.

DANNIE CLARK M. UGUIL, CESE
• OIC-Schools Division Superintendent



Enclosure :
Reference :
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:

INVENTORY

PROPERTY MANAGEMENT

MONITORING



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