



Republic of the Philippines
Department of Education

REGION X
SCHOOLS DIVISION OF LANAOS DEL NORTE

DEPED LANAOS DEL NORTE		
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DATE	TIME	BY

June 2, 2026

DIVISION MEMORANDUM
 NO. 273 S. 2026

**SCHEDULE OF THE DIVISION-WIDE CONDUCT OF THE PHYSICAL
 INVENTORY OF ALL SEMI-EXPENDABLE ITEMS FOR FISCAL YEAR
 2026**

TO: Public Schools District Supervisor
 District In-Charge
 School Principals / School Heads
 Administrative Officer II
 Senior Bookkeepers
 All Others Concerned

1. In compliance with existing government accounting and auditing rules and regulations, and to ensure the accuracy, completeness, and reliability of records pertaining to Semi-Expendable Property, all public elementary and secondary schools in the Schools Division of Lanao del Norte are hereby directed to conduct the **Division-Wide Physical Inventory of All Semi-Expendable Items for Fiscal Year 2026**.
2. The inventory activity aims to verify the existence, condition, location, and accountability of all Semi-Expendable Property issued to schools and offices, and to reconcile physical counts with property records maintained by the Property and Supply Section.
3. The detailed schedule of inventory activities is attached hereto as Annex "A" and shall be strictly observed by all concerned. However, the schedule may be adjusted accordingly in the event of unforeseen circumstances such as declared holidays, seminars, trainings, or other official activities that may affect its implementation.
4. Furthermore, the inventory activities shall be undertaken by two (2) designated inventory teams, as indicated in Annex "A." Each team shall perform the inventory within its assigned schedule and area of responsibility to ensure the efficient and timely completion of the inventory activities. All tasks, responsibilities, and documentary requirements pertaining to the conduct of the inventory have already been outlined in the



Address: DepEd-Division of Lanao del Norte, Pigcarangan, Tubod, Lanao del Norte
 Telephone Nos.: (063) 227 6150
 Email Address: lanao.norte@deped.gov.ph
 Website: <https://depedldn.com>

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previously issued Memorandum and shall remain in full force and effect throughout the implementation of this activity.

5. Expenses relative to the activities to be conducted by the committee shall be charged to Division MOOE or local funds, subject to the usual auditing and accounting rules and regulations.
6. All other concerned personnel are directed to extend their full cooperation in this activity to ensure a successful and accurate Inventory.
7. Immediate and wide dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC EdD, CESO V
 Schools Division Superintendent

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

INVENTORY PROPERTIES REPORTS PROCUREMENT
 CBG/ INVENTORY COMMITTEE ONE-TIME CLEANSING SCHEDULE

June 2, 2026



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Annex A

TEAM 1 COMPOSITION	
CHERRY BETH S. GUPIT	TEAM LEADER
JEFFERED B. SIBAY	Responsible in checking the Inventory Working Papers
JOHN OSWALD S. RAÑO A	VALIDATOR
HEARTLAIN C. DE LOS REYES	Responsible for checking and encoding all Books
RAL MAR Y. PAGTALUNAN	
MELIZA E. GAMALE	Responsible for checking and encoding all ICT Equipment
ICT Personnel/s	
SUHAYL I. MANDING	
WILBUR DICK R. MABAO	Responsible for checking and encoding all Furniture and Fixtures
SERG VINCENT C. DINGAL	Responsible for checking and encoding all Office Equipment
THERESE VERONICA A. NUEZ JERYL MAE M. BONGAROS ANGEL MONTECINO	Responsible for checking and encoding all Machinery, Agricultural & Forestry Equipment, Communication Equipment, Disaster Response & Rescue Equipment, Medical Equipment, Printing Equipment, Sports Equipment, Technical and Scientific Equipment, Other Machinery and Equipment



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TEAM 2 COMPOSITION	
ATTY. TORR AURELIO ARDON	TEAM LEADER
CLAIR BANGUIS	Responsible in checking the Inventory Working Papers
RIZZEL LATOJA	VALIDATOR
GLENN J. JUMANLON	Responsible for checking and encoding all Books
FLORIZA M. JUMAWAN	
ERLYN P. DEGAMO	
HONEY LEE L. LIMOT ICT Personnel/s ARNOLD SERGEI A. BAMBA	Responsible for checking and encoding all ICT Equipment
ANTHONY ANDOY	Responsible for checking and encoding all Furniture and Fixtures
CLAIR BANGUIS	Responsible for checking and encoding all Office Equipment
EILEEN ROSE RODRIGUEZ DANI LAYAN DANIGENE SENO	Responsible for checking and encoding all Machinery, Agricultural & Forestry Equipment, Communication Equipment, Disaster Response & Rescue Equipment, Medical Equipment, Printing Equipment, Sports Equipment, Technical and Scientific Equipment, Other Machinery and Equipment



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SCHEDULE OF ACTIVITIES

https://docs.google.com/spreadsheets/d/1yjNzoghi7cZccTazdAm_t7cOXfNx9R_9bqOdJg0J_Yps/edit?usp=sharing



bitly



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