

Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

November 11, 2025

DIVISION MEMORANDUM

No. 321, s. 2025

RECONSTITUTED COMPOSITION OF THE DIVISION INVENTORY COMMITTEE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
Schools Division Personnel
All others concerned

1. Please be informed of the Reconstituted Composition of the Division Inventory Committee Team in the Schools Division of Batanes effective immediately, to wit:

Chairman: **Virginia A. Vinalay**
Administrative Officer V

Members:
Taggers: **Alexis Keannu G. Cariaso**
Administrative Aide VI

Checker: **Joel F. Camaya**
Administrative Officer IV-Supply
Raisa V. Beronque
Administrative Officer II

Validators: **Janna Jesusa S. Lim**
Accountant III
Jhocil Ann G. Tomao
Administrative Assistant II

Asset Management Support Staff:
Jay Ardie A. Fadriga
Administrative Assistant III



Address: Basco, Batanes, 3900
Contact No.: 09603974200
Email Address: batanes@depd.gov.ph
Facebook: facebook.com/depd.batanes
Website: <https://batanes.depd.gov.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	1

Jonas Carlo F. Trillana
Information Technology Officer I
Oswaldo A. Valiente
Project Development Officer II
Jennilyn C. Valiente
Administrative Assistant III

Furniture & Fixtures, School Buildings, Land, WATSANS

Oliver R. Cariaso
Planning Officer III
Shirley V. Escalona
Administrative Officer V
John Cristopher M. Valenzuela
Technical Assistant III – Engineer II
Dencio G. Eriful
Education Program Specialist II

2. The DIC is task to ensure accurate and timely inventory of Property, Plant and Equipment.
3. The designation will remain in effect until amended or rescinded.
4. Duties and responsibilities of all the members is found as enclosure.
5. For information and guidance of all concerned.

DANTE J. MARCELO PhD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

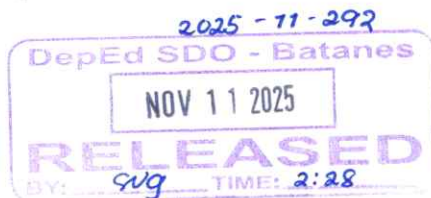
For the SDS

MARCIAL Y. NOGUERA
Chief Education Supervisor, SGOD
Officer-in-Charge

Encl: As stated

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

COMMITTEES
INVENTORY



OSDS/vav/jfc



Address: Basco, Batanes, 3900
Contact No.: 09603974200
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://batanes.deped.gov.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	2

TERMS OF REFERENCES

DESIGNATION	DUTIES AND RESPONSIBILITIES
Chairperson	- Responsible for the over-all duties of the committee. - Supervise in the timely actual count and timely submission of inventory report
Tagger	Responsible for affixing property stickers to PPE and Semi-Expendable Items based on the report prepared by the Asset Management support staff.
Checker	- Responsible for checking the existence of PPE and Semi-Expendable items. - Responsible for the verification of Accountable Officer for the particular item per office. - Confirm all accountabilities based on Inventory Working Paper and must be reported to Property for renewal of PAR. - Assign and affix sequence numbers to all items with temporary number tags to guide the taggers. - Submit report per item and per office to the property office for preparation and printing of property sticker.
Validators	Countercheck and validate the Inventory Working Paper based on the number of PPEs, Semi-Expendable Items, and those "found at the station" as declared by the Counter and Checkers, including the color code of equipment based on each category.

Property Personnel Support Staff	• Responsible for the preparation of Inventory Working Paper for the use of Checkers and Counters. • Responsible for the printing of Property Tags based on the submitted list of checkers and counters. • Responsible for the revision, editing, and updating of Inventory Working Paper based on findings of checkers and counters
Asset Management Support Staff	• Responsible for the cross-checking of copies of PAR and ICS for all items NOT found during the inventory taking. • Prepare new/renewal of PAR and ICS. • Facilitate the signing of PAR and ICS. • Responsible for updating Property Card, Registry of Semi-Expendable Property Issued, Semi- Expendable Property Card, and Report of Semi-Expendable Property Issued. • Responsible for Providing the Inventory Committee with the list of items for derecognition.