

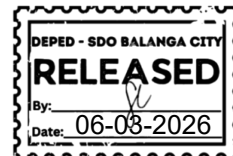


Republic of the Philippines
Department of Education
Region III – Central Luzon

SCHOOLS DIVISION OF BALANGA CITY

DIVISION MEMORANDUM

No. 296, s. 2026



ANNUAL SCHOOL PHYSICAL INVENTORY FOR CY 2026

To: Division Chiefs and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. The field is hereby informed that the Division Inventory Committee will conduct physical checking of the Report on the Physical Count of Property, Plant, and Equipment (RPCPPE) and Report on the Physical Count of Inventories (RPCI) in all elementary and secondary schools in the Division, which shall be held as per the attached schedule (*Enclosure 1*) from June 2026, to July 2026.
2. In preparation for the impending inspection, all schools through their School Property Custodians or School Administrative Officers are required to compile inventory reports encompassing supplies, materials, and equipment covered by RPCI and RPCPPE. These supplies, materials, and equipment include, but are not limited to, Classroom Inventory, textbooks, armchairs, ICT equipment, Furniture and Fixtures, and Infrastructure under the School and/or Division MOOE, Special Education Fund, and those delivered from the Regional and Central Offices as of May 31, 2026.
3. In view of this, the following offices may also participate in the conduct of the inspection, subject to their availability, to help ensure the timely and accurate implementation of the activity, to wit:
 - a. Learning Resource Management and Development System (LRMDS)
 - b. Commission on Audit (COA)
4. To strictly observe the provisions of the instructional block of the school year calendar, teaching personnel shall not be involved in or disrupted by the physical checking. Only designated non-teaching personnel, such as the School Property Custodian, shall participate in the activity.
5. This Memorandum shall serve as travel authority for all concerned SDO personnel.
6. Immediate dissemination of this memorandum is desired.


ROLAND M. FRONDA, EdD, CESO V
Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index under the following subjects:
INVENTORY, RPCPPE, RPCI

Ref No.: SDO-OSDS-SPLY-2026-006
amt



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Enclosure 1

SCHEDULE OF PHYSICAL INVENTORY TAKING

To ensure the smooth conduct of physical inventory taking, strict adherence to the recommended schedule is required. The approach of Physical Inventory Taking shall be per school.

SCHOOL	DATE
1. SDO Balanga City Offices	June 09-11, 2026
2. Tanato Integrated School	June 16, 2026
3. Bani Integrated School	
4. Cabog-Cabog Integrated School	
5. Dangcol National High School	June 17, 2026
6. 1Bataan Village City of Balanga National High School	
7. E. Bernabe Elementary School	June 18, 2026
8. Cataning Integrated School	
9. Alternative Learning System	June 23, 2026
10. Cupang Integrated School	
11. Bo. Central Elementary School	June 24, 2026
12. G.L. David Mem. Integrated School	
13. Our Lady of Lourdes Elementary School	June 25, 2026
14. Balanga Elementary School	
15. Balanga City ICT NHS	June 30, 2026
16. Bataan National High School - JHS	
17. Bataan National High School - SHS	July 01, 2026
18. City of Balanga NHS – JHS	
19. City of Balanga NHS – SHS	July 02, 2026
20. MP Cuaderno Sr. Memorial Elementary School	
21. Puerto Rivas Elementary School	
22. Tortugas Integrated School	July 07, 2026
23. M. Delos Reyes Mem. Elementary School	
24. Balanga City National Science High School	July 08, 2026
25. T. Camacho Sr. Elementary School	
26. Tenejero Integrated School	July 09, 2026
27. Tuyoy Integrated School	
28. Bagong Silang Elementary School	