



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

August 20, 2025

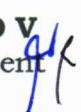
DIVISION MEMORANDUM

No. 430, s. 2025

**COORDINATION MEETING ON THE POST-INVENTORY REVIEW OF THE
SUBMITTED INVENTORY COUNT FORMS (ICF) PURSUANT TO THE
PROVISIONS OF COA CIRCULAR NO. 2020-006**

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public School Heads
District Property Custodians
All Others Concerned

1. In relation to Division Memorandum No. 519, s. 2024 entitled "Submission of Inventory Count Form (ICF) in Compliance to One-Time Cleansing of Property, Plant and Equipment (PPE)" and in line with the ongoing efforts of the Department of Education to strengthen asset management and ensure the accuracy of inventory data, the Property and Supply Section will conduct a meeting on August 27, 2025 from 9:00 in the morning via MS Teams.
2. This activity aims to reconcile the physical inventory with recorded assets and to address issues and concerns regarding the reporting and documentation process for inventory.
3. Participants in this activity are the District Property Custodians (*See Attachment*) and Property and Supply personnel in the division office.
4. Meeting link is <https://teams.microsoft.com/meet/4846492471341?p=qu3H9Lf1JbODmVF105>. Participants are requested to join 15 minutes before the meeting time.
5. Expenses incurred shall be charged against school MOOE subject to the usual accounting rules and regulations.
6. Wide dissemination and strict compliance to this memorandum are enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

CMB/COORDINATION MEETING ON THE POST-INVENTORY REVIEW OF THE SUBMITTED INVENTORY CUSTODIAN FORMS (ICF) PURSUANT TO THE PROVISIONS OF COA CIRCULAR NO. 2020-006/R2-145775/August 20, 2025



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Attachment

LIST OF PARTICIPANTS

NO.	NAME OF EMPLOYEE	SUB-OFFICE
1.	Janice D. Ona	Balayan East
2.	Vanessa D. Halili	Balayan West
3.	Princess D. Alcazar	Calaca
4.	Elma S. Macaraig	Calatagan
5.	Analiza G. Castillo	Lemery
6.	Mary Jane M. Abellera	Lian
7.	Geraldine Villagonzalo	Nasugbu East
8.	Precious Ann R. Calimag	Nasugbu West
9.	Karen A. Catapat	Taal
10.	Geravic H. Panaligan	Tuy
11.	Brianil C. Prado	Bauan East
12.	Nanette A. Carreon	Bauan West
13.	Oliver C. Olivia	Lobo
14.	Glenda D. Jusi	Mabini
15.	Aaron P. Pesigan	San Luis
16.	Aivie F. Bagui	San Pascual
17.	Karl Alexis Sevilla	Tingloy
18.	Niña Marah M. Malabanan	Agoncillo
19.	Mary Grace A. Siscar	Alitagtag
20.	Sheena Mae B. Briones	Balete
21.	Anna Marie P. De Chavez	Cuenca
22.	Arlyn L. Umandap	Laurel
23.	Glenda M. Pulgado	Malvar
24.	Ruth L. Limos	Mataasnakahoy
25.	Nolasco O. Landicho	San Nicolas
26.	Julie S. Arenas	Sta. Teresita
27.	Margie M. Magsadia	Talisay
28.	Marilyn A. Laygo	Ibaan
29.	Missie Jane M. Ante	Padre Garcia
30.	Belen A. Clet	Rosario East
31.	Loida R. Cayabyab	Rosario West
32.	Jannina Carina B. Bianzon	San Jose
33.	Magierose U. Del Carmen	San Juan East
34.	Kristine Mae M. Alcantara	San Juan West
35.	Vanessa D. Arellano	Taysan