



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

May 5, 2025

DIVISION MEMORANDUM
No. 257, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. OSDS-2025-094 TITLED:
2025 DIVISION ANNUAL PHYSICAL CHECKING AND INVENTORY OF PUBLIC
SCHOOLS' PROPERTIES, SEMI-EXPENDABLE ITEMS, PHYSICAL FACILITIES AND
OTHER INSTRUCTIONAL MATERIALS INCLUDING THE ONE-TIME CLEANSING OF
PPE ACCOUNT BALANCES**

To: Administrative Officer II / Public Schools' Property Custodians
Education Program Supervisor / Area Consultants
Public Elementary and Secondary School Heads
Division Inventory Committee Members
All Others Concerned

1. In the interest of service and due to scheduling conflicts with other official engagements and pursuant to the Division Memorandum No. **OSDS-2025-094** titled: 2025 Division Annual Physical Checking and Inventory of Public Schools' Properties, Semi-expendable Items, Physical Facilities and Other Instructional Materials including the One-time Cleansing of PPE Account Balances, the following amendments and additions are hereby issued:

A. Inclusion of Additional Validators:

To ensure the effective conduct and technical validation of the physical counting and one-time cleaning of PPE account balances, the following Education Program Supervisors shall serve as validators in the scheduled school visits:

- Dr. Elisa Geagonia – Mathematics Equipment
- Mr. Joseph Barrete – TLE/TVL Equipment

B. Adjusted Schedule:

The inventory schedule has been revised to accommodate the availability of the assigned validators and to avoid conflicts with concurrent regional activities. The adjusted schedule is hereby attached to this Addendum as Annex A for your reference and guidance.

2. All concerned are advised to take note of the adjustments and ensure full cooperation in the conduct of the scheduled inventory and validation activities.

3. All other provisions stated in DM no. OSDS-2025-094 not emphasized in this memorandum are still in effect.



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4. Immediate dissemination and compliance of this memorandum is required.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

WDB/JAAL/SUPPLY/ATMJr/jar



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ANNEX A

REVISED SCHEDULE OF THE 2025 DIVISION ANNUAL PHYSICAL CHECKING AND INVENTORY OF PUBLIC SCHOOLS' PROPERTIES, SEMI-EXPENDABLE ITEMS, PHYSICAL FACILITIES AND OTHER INSTRUCTIONAL MATERIALS AND THE ONE-TIME CLEANSING OF PPE ACCOUNT BALANCES

DATE	TIME	NAME OF SCHOOL
May 26, 2025	8:00 AM – 12:00 PM	Tagbilaran City SPED Center/ TCHSHI
	1:00 PM – 5:00 PM	Tagbilaran City Central Elementary School
May 27, 2025	8:00 AM – 12:00 PM	San Isidro National High School
	1:00 PM – 5:00 PM	San Isidro Elementary School
May 28, 2025	8:00 AM – 12:00 PM	Tiptip Elementary School
	1:00 PM – 5:00 PM	City of Tagbilaran National High School
May 29, 2025	8:00 AM – 12:00 PM	DCPNHS – Senior High School
	1:00 PM – 5:00 PM	Cabawan Elementary School
May 30, 2025	8:00 AM – 12:00 PM	City East Elementary School
	1:00 PM – 5:00 PM	Tagbilaran City Science High School
June 2, 2025	8:00 AM – 12:00 PM	Mansasa National High School
	1:00 PM – 5:00 PM	Mansasa Elementary School
June 3, 2025	8:00 AM – 12:00 PM	Manga National High School
	1:00 PM – 5:00 PM	Manga Elementary School
June 4, 2025	8:00 AM – 12:00 PM	Ubujan Elementary School
	1:00 PM – 5:00 PM	Dao Elementary School
June 5, 2025	8:00 AM – 12:00 PM	Taloto Elementary School
	1:00 PM – 5:00 PM	Taloto National High School
June 6, 2025	8:00 AM – 12:00 PM	Dampas Elementary School
	1:00 PM – 5:00 PM	Bool Elementary School
June 9, 2025	8:00 AM – 1:00 PM	DCPNHS – JHS
	1:00 PM – 5:00 PM	Alternative Learning System Teachers
June 10, 2025	8:00 AM – 1:00 PM	Cogon Elementary School
	1:00 PM – 5:00 PM	Library Hub
June 11, 2025	8:00 AM – 12:00 PM	Cogon High National High School
	1:00 PM – 5:00 PM	Booy South Elementary School
June 13, 2025	8:00 AM – 12:00 PM	Eastern Cogon Elementary School
	1:00 PM – 5:00 PM	Booy Elementary School



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