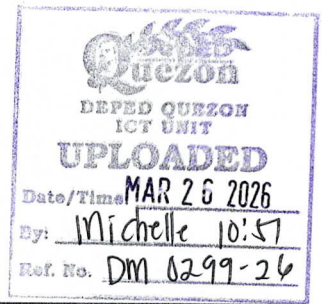




Republic of the Philippines  
**Department of Education**  
 REGION IV-A - CALABARZON  
 SCHOOLS DIVISION OF QUEZON PROVINCE



26 March 2026

**DIVISION MEMORANDUM**

No. 0299, s. 2026

**RECONSTITUTION OF THE DIVISION INVENTORY COMMITTEE**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Section/Unit Heads  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 District and School Property Custodians  
 All Others Concerned

1. With reference to COA Circular No. 2020-006 titled "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies", this Office reconstitutes the Division Inventory Committee as follows:

<b>Division Inventory Committee</b>	
<b>Chairman :</b>	<b>Roselyn Q. Golfo</b> Assistant Schools Division Superintendent
<b>Vice-Chairman :</b>	<b>Maria Dolores D. Atienza</b> Administrative Officer V <b>George D. Aguila</b> Administrative Officer IV <b>Edmundo R. Marin, Jr</b> Accountant III
<b>Members :</b>	
<b>Semi-Expendable :</b>	<b>Accounting :</b> <b>Hazel B. Salibio</b> Administrative Assistant III <b>Jeanet D. Panganiban</b> Administrative Assistant III <b>Supply :</b> <b>Mernalyn S. Enriquez</b> Administrative Assistant II <b>Giovany A. Jamil</b> Administrative Aide IV

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<b>PPE</b>	<b>Accounting :</b> <b>Anna Fatima M. Quizana</b> Administrative Assistant III <b>Maricel A. Fortaleza</b> Administrative Assistant III <b>Christian Louie A. Solomon</b> Administrative Assistant III <b>Roneth R. Pionilla</b> Administrative Assistant III <b>Cleta A. Ratio</b> Administrative Assistant III <b>Supply:</b> <b>Ruel L. Driz Jr</b> Administrative Aide IV
<b>Building &amp; Other Infrastructure :</b>	<b>Engr Daniel I. Hutamares Jr</b> Engineer III <b>Engr. Gian Carlo O. Pardilla</b> Sr Technical Assistant <b>Arvin P. Repaso</b> PDO II - DRRM
<b>ICT- Related Materials:</b>	<b>Wilbert B. Porteza</b> ITO I
<b>Books and Learning Materials:</b>	<b>Ronnjemmele A. Rivera</b> Librarian II
<b>Service Vehicle and Parts:</b>	<b>Layla Anna B. Magtangob</b> Administrative Assistant III
<b>CID Representative:</b>	<b>Laarni Rose R. Gutierrez</b> EPS
<b>SGOD Representative</b>	<b>Jessica C. Mendoza</b> Administrative Assistant II
<b>OSDS Representative</b>	<b>Resiele G. Coronacion</b> Administrative Assistant III
<b>Secretariat</b>	<b>Aira May C. Perez</b> Administrative Assistant III
<b>Observer</b>	COA – Team Leader or Representative

The following are the roles and functions of the Division Inventory Committee:

a) **Conduct of Physical Inventory**

The Committee conducts the actual counting and inspection of all PPE to verify their existence, condition, and completeness

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b) **Prepare a Physical Inventory Plan (PIP)** containing the ff:

- Specific assignments/duties of the Committee members.
- Cut-off date.
- Schedule specify the dates and locations of the inventory taking.

c) **Submit Approved PIP (approved by the Head of Agency) to the COA Audit Team.**

2. The Division Inventory Committee shall be assisted by the District Technical Working Group:

1st District		
District	Public Schools District Supervisor	District Property Custodians
<b>Burdeos</b>	Leonora T. Mopera	Vincent Al Spencer A. Murcia
<b>General Nakar 1</b>	Maribel M. Santelices	Jadee May Q. Paderagao
<b>General Nakar 2</b>	Marry Ann T. Espiritu	Kaydee C. Prohibido
<b>Infanta</b>	Luzviminda T. Buerano	Jonathan M. Banaag
<b>Jomalig</b>	Michelle O. Solis	Johnsen D. Lopez
<b>Lucban</b>	Maria Carla M. Caraan	Norvic Villania
<b>Mauban North</b>	Elenar B. Opeña	Christian Emmanuel G. Balamban
<b>Mauban South</b>	Reyvi C. Faraon	Daniel E. Condonar
<b>Pagbilao 1</b>	Edna L. Cabrera	Sarah Lynn D. Oczon
<b>Pagbilao 2</b>	Catalino L. Porta	Czarina Gaye J. Mendiola
<b>Panukulan</b>	John Mark B. Marasigan	Clint P. Delos Santos
<b>Patnanungan</b>	Avelino R. Bucad Jr.	Jenelyn J. Llaneta
<b>Polillo</b>	Jaybert R. Saron	Warren Marasigan
<b>Real</b>	Ireen O. Aveno	Ruel Sunduan
<b>Sampaloc</b>	Liliosa B. Diasanta	Riza S. Lalunio

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<b>2nd District</b>		
<b>District</b>	<b>Public Schools District Supervisor</b>	<b>District Property Custodians</b>
<b>Candelaria East</b>	Raquel P. Marcuap	Leo Pacheco
<b>Candelaria West</b>	Restituto M. Hernandez	Emmanuel Go
<b>Dolores</b>	Gilbert C. Alva	Marren A. Brucal
<b>Sariaya East</b>	Francisco D. Oblea	Florencia D. Lagarile
<b>Sariaya West</b>	Carlito B. Gunay	Joana Rose C. Dinglasan
<b>San Antonio</b>	Ma. Lourdes C. Cabanag	Yeza E. Ballestra
<b>Tiaong 1</b>	Maria Fatima U. Calayag	Christin A. Bihis
<b>Tiaong 2</b>	Mario Pablo V. Umali Jr	Lilibeth L. Castellano

<b>3rd District</b>		
<b>District</b>	<b>Public Schools District Supervisor</b>	<b>District Property Custodians</b>
<b>Agdangan</b>	Meriam D. Camposano	Irish B Cueto
<b>Buenavista I</b>	Sharon A. Villaverde	Ma. Joyce Zamora
<b>Buenavista 2</b>	Isidro P. Delos Reyes	John Mark A. Monterey
<b>Catanauan 1</b>	Chona D. Andrade	Reynaldo Reyes
<b>Catanauan 2</b>	Angelito A. Olvida	Gerry Dayo
<b>General Luna</b>	Anabelle F. Empleo	Fernand A. Lorezca
<b>Macalelon</b>	Mercedita G. Lorredo	Ameicel A. Hutalla
<b>Mulanay 1</b>	Michlle N. Manalo	Jaypee M. Robles
<b>Mulanay 2</b>	Darwin L. Villaflor	Mark Kenneth R. Paz
<b>Padre Burgos</b>	Nolan L. Santoalla	Aireene U. Morales
<b>Pitogo</b>	Marilyn N. Permejo	Geo Lincoln J. Zoleta
<b>San Andres</b>	Waldymar E. Pasacsac	Gomar A. Mendreje
<b>San Francisco 1</b>	Vilma V. Dela Cruz	John Howard Nombrefia
<b>San Francisco 2</b>	Roniel M. Florante	Jay Alden D. Ferrer
<b>San Narciso 1</b>	Ferdinand T. Glor	Jeric G. Pelobello

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<b>San Narciso 2</b>	Nimpha L. Reyes	Chelsea Kate M. Lipnica
<b>Unisan</b>	Ruth B. Son	Marilou C. Nazareno

<b>4th District</b>		
<b>District</b>	<b>Public Schools District Supervisor</b>	<b>District Property Custodians</b>
<b>Alabat</b>	Melanie D. Bonquin	Helen A. Maranan
<b>Atimonan 1</b>	Susana P. Nera	Rosvyl Claudia E. Esposo
<b>Atimonan 2</b>	Caridad C. Grimaldo	Ma. Roselyn M. Felicisimo
<b>Calauag East</b>	Helen R. Esternon	Dianne T. Tolentino
<b>Calauag West</b>	Carmelo Eusebio P. Altamira	Rexie L. Española
<b>Guinayangan North</b>	Rhienald V. Rivera	Nicole Chito
<b>Guinayangan South</b>	Melinda R. Camacho	Camille C. Hermogenes
<b>Gumaca East</b>	Lourdes M. Tan	Siegfred Jan M. Aguilar
<b>Gumaca West</b>	Marlon M. Rañeses	Paul Harvey M. Martinez
<b>Lopez East</b>	Orlando D. Serdon	Harley Delos Santos
<b>Lopez West</b>	Rejulios M. Villenes	Paul Marvin V. Samson
<b>Perez</b>	Rexter J. Anda	Albert F. Mascariña
<b>Plaridel</b>	Carla Marie D. Carandang	Lerna A. Mapaye
<b>Quezon</b>	Antonio D. Revillame	John Mark Z. Alayan
<b>Tagkawayan 1</b>	Isagani H. Matibag	Melito L. Mendiola
<b>Tagkawayan 2</b>	Alicia V. Gonzales	Luisito S. San Diego

3. Immediate dissemination of this Memorandum is desired.

**FOR:**  
**ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent

**BY:**  
**ROSELYN S. GOLFO**  
 -Assistant Schools Division Superintendent

Supgda3/26/2026

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