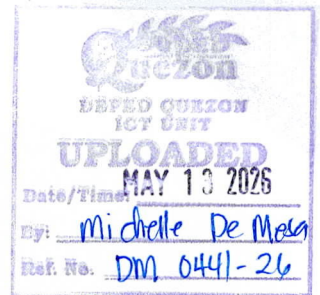




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



12 May 2026

**DIVISION MEMORANDUM**

No. 0441, s. 2026

**REQUEST FOR ASSISTANCE IN THE RECONCILIATION OF THE INVENTORY OF SEMI-EXPENDABLE REPORT**

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

1. In view of the need to ensure accurate recording and proper monitoring of semi-expendable properties, this Office requests the assistance of the concerned personnel in the reconciliation, validation, and updating of inventory records of all issued semi-expendable items. In this regard, may we request the following personnel to report to the Division Office on **May 25 – 27, 2026**:

No.	NAME	SCHOOL
1.	Joan Rose C. Dinglasan	Lutucan Central School
2.	Reylan L. Ranillo	Bantigue Elementary School
3.	Merry Cris T. Pabillar	Malabanban Sur Elementary School
4.	Maria Cecilla S. Rodriguez	Manuel L. Quezon Elementary School
5.	Danria Paulette Z. De Mesa	Morong Elementary School

2. Travel expenses shall be charged to School Maintenance and Other Operating Expenses (MOOE) or local funds subject to the usual accounting and auditing procedures.
3. Immediate and wide dissemination of this Memorandum is desired.

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

Supgda05/11/2026

DEPEDQUEZON-TM-SDS-04-009-003



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