



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 06 2025

DIVISION LETTER
No. 042, s. 2025

**MEETING OF DISTRICT AND SCHOOL PROPERTY CUSTODIANS
IN SUPPORT OF PROJECT INVENTORY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads
District and School Property Custodians
All Other Concerned

In line with the Schools Division Office's efforts to ensure the effective management, security, and maintenance of all learning resources, the Meeting of District and School Property Custodians will be conducted in three batches on **March 25, 2025** (1:00pm – 5:00pm) **and March 26, 2025** (8:00am - 12:00 nn and 1:00 pm – 5:00 pm), at the SDO-Bataan Bulwagan ng mga Bayani at Banal.

This meeting is an integral part of Project INVENTORY (INitiative for Verifying, Enumerating, Noting, and Tracking On-hand Text-based Learning Resources to Optimize Yearly Planning), which aims to establish a systematic and reliable process for managing and accounting for all text-based learning resources across DepEd Bataan. This initiative addresses the challenges of resource tracking, utilization, and planning by ensuring accurate documentation and categorization of resources.

Specifically, this meeting aims to:

- a. standardize and improve the inventory management, documentation, and utilization of text-based learning resources in DepEd Bataan, ensuring accuracy, accountability, and compliance with DepEd policies;
- b. strengthen the roles and collaboration of district and school property custodians in effectively tracking, maintaining, and reporting learning resources to support efficient resource planning and allocation.

The participants to this meeting are the designated District and School Property Custodians listed in the enclosure. They are expected to bring a laptop and an extension cord.



Kabukiran, Calaylayan, Abucay 2114 Bataan

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C.V. Resolution No. 201401



PHILIPPINE DEPARTMENT OF EDUCATION
BATAAN DIVISION OFFICE
BATAAN, PANGASINAN



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The source of funding for this activity shall be charged to Division MOOE, subject to the usual accounting and auditing rules and regulations.

This Division Letter serves as the travel authority for the participants.

Immediate dissemination of this Issuance is enjoined.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

 CI5/March 4, 2025



Republic of the Philippines
Department of Education
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LIST OF PARTICIPANTS				
Meeting of District and School Property Custodians in Support of PROJECT INVENTORY				
MARCH 25, 2025 (1:00pm - 5:00 pm)				
NO.	DISTRICT	LEVEL	SCHOOL NAME	NAME
1	Abucay	ES	District Property Custodian	Marifer Visda
2	Abucay	JHS	Bangkal HS	Jessamine Victoria M. De Jesus
3	Abucay	JHS	B. Camacho NHS	Libner B. Evangelista
4	Abucay	JHS / SHS	Mabatang NHS	Cherrylyn V. Silva
5	Abucay	SHS	Bangkal HS	Sonny D. Galinato
6	Abucay	SHS	B. Camacho NHS	Jonathan G. Baluyot
7	Bagac	ES	District Property Custodian	Lory Jane G. Gonzales
8	Bagac	JHS / SHS	Bagac NHS-Parang	Christopher Jesse G. Alarcon
9	Bagac	JHS	Bataan High School for the Arts	Joseph Aaron Macalinao
10	Bagac	JHS	E. C. Bernabe Memo. HS	Angel R. Cañete
11	Bagac	JHS / SHS	Saysain NHS	Jean M. Gonzales
12	Bagac	JHS	Quinawan IS	Diana Rose B. Añonuevo
13	Bagac	SHS	E. C. Bernabe Memo. HS	Melliza Ann R. Lepata
14	Dinalupihan East	ES	District Property Custodian	Jerlyn P. Paguio
15	Dinalupihan East	JHS / SHS	Pagalanggang NHS	Jesus B. Franco
16	Dinalupihan East	JHS / SHS	Sta. Lucia HS	Maria Gilda Trinidad
17	Dinalupihan East	JHS	Layac IS	Leilani L. Cabigting
18	Dinalupihan East	JHS	Tucop IS	Maria Cristina D. Bucud
19	Dinalupihan West	ES	District Property Custodian	Kelvin John B. Ocampo
20	Dinalupihan West	JHS / SHS	Jose C. Payumo Jr. MHS	Carl Kessia P. Sibulo
21	Dinalupihan West	JHS / SHS	Luakan NHS	Helen S. Padilla
22	Dinalupihan West	JHS / SHS	Luakan NHS - Annex	Reena Jade N. Asiao
23	Dinalupihan West	JHS / SHS	Magsaysay NHS	Jenalyn S. Dela Peña
24	Dinalupihan West	JHS / SHS	Roosevelt NHS	Michelle R. Canlas
25	Dinalupihan West	JHS	Payangan IS	Joyce S. Tala
26	Dinalupihan West	JHS	Tube-Tube IS	Ariel B. Manalo Jr.
27		SDO Bataan		Edgar E. Garcia
28		SDO Bataan		Rosita P. Serrano
29		SDO Bataan		Joan T. Briz
30		SDO Bataan		Jerico P. Usi

LIST OF PARTICIPANTS



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Meeting of District and School Property Custodians in Support of PROJECT INVENTORY
MARCH 26, 2025 (8:00am - 12:00 nn)

NO.	DISTRICT	LEVEL	SCHOOL NAME	NAME
1	Hermosa	ES	District Property Custodian	Dennis P. Guinto
2	Hermosa	JHS / SHS	Balsik NHS	Judy B. Acuna
3	Hermosa	JHS / SHS	Hermosa NHS	Mayer D. Nogot
4	Hermosa	JHS	Hermosa NHS-Annex	Cristina Elena S. Yumang
5	Hermosa	JHS	Mabiga IS	Elvie De Lara
6	Hermosa	JHS	Maite IS	Miguel R. Rivera Iii
7	Hermosa	JHS	Pastolan IS	Ryan C. Villanueva
8	Hermosa	JHS	Pulo IS	Arlene S. Bantay
9	Hermosa	JHS	Saba IS	Lalaine C. Santos
10	Hermosa	JHS	Sumalo IS	Conery R. Beltran
11	Hermosa	JHS	St. Ma. Virginia P. Leonzon MIS	Erika Joan B. Lopez
12	Hermosa	SHS	Hermosa NHS-Annex	Cherrie Lyn E. Espiritu
13	Limay	ES	District Property Custodian	Aleah Louise S. Diwa
14	Limay	JHS	Lamao NHS	Shirley A. Bumagat
15	Limay	JHS	Limay NHS	Jane B. Carag
16	Limay	JHS / SHS	St. Francis NHS	Sharon D. Reyes
17	Limay	JHS	Bliss IS	Clariza J. Calimbas
18	Limay	JHS	Kinaragan IS	Ivy Joy R. Imperial
19	Limay	SHS	Lamao NHS	Janet B. Cruz
20	Limay	SHS	Limay NHS	Rhoda P. Parcon
21	Mariveles Lower	ES	District Property Custodian	Donna N. Salcedo
22	Mariveles Lower	JHS	Biaan Aeta IS	Marivie S. Peralta
23	Mariveles Lower	JHS	Baseco NHS	Karen O. Oliveros
24	Mariveles Lower	JHS / SHS	Mariveles NHS Malaya	Charito S. Miguel
25	Mariveles Lower	JHS	Mariveles NHS, Poblacion	Deo Derro L. Ducot
26	Mariveles Lower	JHS	Mariveles NHS -Sisiman	Ferlen Joy L. Malunao
27	Mariveles Lower	JHS	Ipag NHS	Jafferson Luyo
28	Mariveles Lower	SHS	Mariveles NHS Camaya	Lorena R. Lacia
29	Mariveles Upper	ES	District Property Custodian	Roselene M. Silva
30	Mariveles Upper	JHS	Mariveles NHS, Cabcaban	Josephine P. Sarmiento
31	Mariveles Upper	JHS	Mariveles NHS -Alasasin	Wilson Arcenal
32	Mariveles Upper	JHS / SHS	Mariveles NHS -Batangas II	Mark Joseph A. Paras
33	Mariveles Upper	JHS / SHS	Mariveles NHS -New Alion	Ace L. Alcovendas



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34	Mariveles Upper	JHS	Lucanin IS	Joben Conrad G. Saplala
35	Mariveles Upper	SHS	Mariveles SHS Sitio Mabuhay	Elvira A. Cruz
36	SDO Bataan			Edgar E. Garcia
37	SDO Bataan			Rosita P. Serrano
38	SDO Bataan			Joan T. Briz
39	SDO Bataan			Jerico P. Usi

LIST OF PARTICIPANTS Meeting of District and School Property Custodians in Support of PROJECT INVENTORY MARCH 26, 2025 (1:00am - 5:00 nn)				
NO.	DISTRICT	LEVEL	SCHOOL NAME	NAME
1	Morong	ES	District Property Custodian	Ma. Debbie S. Limongco
2	Morong	JHS	Morong NHS	Rozell B. Lagas
3	Morong	JHS / SHS	Mabayo NHS	Marjorie B. Mangalindan
4	Morong	JHS / SHS	Nagbalayong NHS	Angelo D. Mayo
5	Morong	JHS	Sampaloc IS	Jema Carmela R. Gaor
6	Morong	JHS	Kanawan IS	Ma. Cristina B. Gueco
7	Morong	SHS	Morong NHS	Nieva Adelino
8	Orani	ES	District Property Custodian	Arlene A. Antonio
9	Orani	JHS	Orani NHS	Reynaldo T. Bernales
10	Orani	JHS / SHS	Orani NHS - Pagasa	Allan Kaye V. Legaspi
11	Orani	JHS / SHS	Orani NHS - Parang-Parang	Russel B. Alfonso
12	Orani	JHS	Pulo IS	Haroun Seth Kawit
13	Orani	JHS	Legua IS	Lester James J. Mojica
14	Orani	JHS	Dona IS	Christian R. Forbes
15	Orani	SHS	Gov. EBPascual Sr. ICS	Ashley Danielle M. Ancheta
16	Orion	ES	District Property Custodian	Andrew King J. Pizarro
17	Orion	JHS	Udyong NHS	Ma. Theresa A. Morong
18	Orion	JHS	Bataan School of Fisheries	Rizza R. Teodoro
19	Orion	JHS	Justice E.A.Gancayco MHS	Alexander H. Isidro
20	Orion	SHS	Bataan School of Fisheries	Abraham Dizon
21	Orion	SHS	Justice E.A.Gancayco MHS	Kathleen Mae B. Musni
22	Pilar	ES	District Property Custodian	Jerico G. Cruz
23	Pilar	JHS / SHS	Dr. Victoria B. Roman MHS	Monnette M. Bartolo



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24	Pilar	JHS	P. Roman NHS	Rhea L. Quiambao
25	Pilar	SHS	P. Roman NHS	Jennylou Masangkay
26	Samal	ES	District Property Custodian	Avegail B. Nañasca
27	Samal	JHS	Samal NHS	Theresa L. Manglicmot
28	Samal	JHS	Samal NHS - Annex	Ma. Cecilia B. Bernabe
29	Samal	JHS	Palili IS	Lady Mae M. Esconde
30	Samal	JHS	FC Del Rosario IS	Karl M. Ragudos
31	Samal	SHS	Samal NHS	Ma. Margarita V. Sangalang
32	SDO Bataan			Edgar E. Garcia
33	SDO Bataan			Rosita P. Serrano
34	SDO Bataan			Joan T. Briz
35	SDO Bataan			Jerico P. Usi