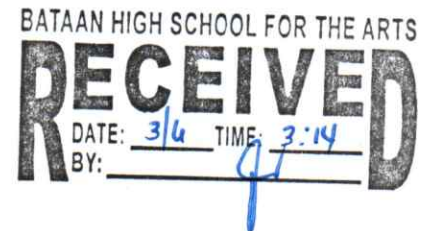




Republic of the Philippines  
**Department of Education**  
REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**



**SCHOOL MEMORANDUM**

No. 062 s. 2026

**PHYSICAL INVENTORY OF THE INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (ICT) EQUIPMENT**

To: Chief Administrative Officers  
Chief Education Program Specialist  
All School Office Personnel  
All Others concerned

1. In connection to the Division Memorandum No. 033, s. 2026, this Office, through the Information and Communications Technology Unit (ICTU) in coordination with the General Services Unit (GSU), will conduct a **physical inspection and inventory of all issued ICT equipment.**
2. The inventory shall cover **all ICT equipment issued, procured, downloaded, or currently in use** by the school. This includes, but is not limited to, desktop and laptop computers, printers, scanners, network devices, servers, storage units, audiovisual equipment, and other ICT-related assets.
3. This activity aims to assist the GSU and ICTU in verifying the current location and custody of all assets, as well as assessing the physical and functional condition of the issued equipment for future maintenance and modernization planning.
4. In line with this, **all personnel are directed to prepare and present their issued ICT equipment on the scheduled date.** Please refer to the attached Inventory Schedule (Enclosure 1) for specific timeframes and venues.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.



**MIA ARIANA P. MANCIONGCO, PhD**  
Director III  
School Director

Encl: As stated  
Reference: Div Memo 33, s. 2026  
To be included in the Perpetual Index  
Under the following subjects  
ICT INVENTORY

OSD1 / OSD2 / March 4, 2026

*"Bayan ng Bayani, Bayani ng Sining"*

Brgy. Ibaba, Bagac, Bataan

(047) 244-6321 / 0918-965-5281





Republic of the Philippines  
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REGION III  
**BATAAN HIGH SCHOOL FOR THE ARTS**

Enclosure 1 to School Memorandum No \_\_\_\_, s 2026

**SCHEDULE OF PHYSICAL INVENTORY OF ICT EQUIPMENT**

<b>DATE</b>	<b>DIVISION / OFFICE</b>
March 9, 2026	Academic Affairs Division
March 10, 2026	Student Affairs Division
March 11, 2026	Administrative Division
March 12, 2026	Finance Division
	Teachers
March 13, 2026	Office of the School Director