



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.
RELEASED
APR 12, 2022

RECORDS SECTION

12 April 2022

DIVISION MEMORANDUM
No. 106 s. 2022

**IMMERSION PROGRAM FOR ADMINISTRATIVE OFFICERS ON
SCHOOL INVENTORY DATABASE**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads
All Others Concerned

1. The Schools Division Office- Asset Management Unit will conduct an actual immersion program for appointed District Administrative Officers regarding the Online School Inventory Database from May 3 to May 20, 2022 at Property and Supply Office, SDO of Nueva Ecija.
2. The activity aims to discuss the operation of an online school semi-expendable database, particularly on the following:
 - a. Proper encoding of Inventory Custodian Slip (ICS)
 - b. Online operation of School Inventory Database
 - c. Other asset management matters
3. Participants in this activity are the Administrative Officers of this Division. Please see attached enclosure 1.
4. All participants are required to observe minimum health protocols as prescribed by the COVID-19 Inter-Agency Task Force.
5. This memorandum serves as the official travel authority of participants.
6. Travel expenses relative to this training shall be charged against school MOOE or local school fund, subject to the usual accounting rules and regulations.
7. Immediate dissemination and strict compliance with this Memorandum is desired.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl.: As stated
References: None
To be indicated in the Perpetual Index
under the following subject:
IMMERSION PROGRAM
INVENTORY DATABASE

DM 2022 School Inventory Database
1-3-3/AVT 03-09-2022



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IMMERSION SCHEDULE

May 3, 2022

8:30am To 11:30am

| | | | |
|---|------------------------|--------|-------------------------------|
| 1 | Mary Ann C. Alamon | Aliaga | Aliaga Central School |
| 2 | Ethel V. Alson | Aliaga | Bibiclat Elementary School |
| 3 | Pia Donna D. Gutierrez | Aliaga | Sto. Thomas Elementary School |
| 4 | Jett B. Pajarillaga | Aliaga | Bucot Elementary School |
| 5 | Nissan Joy S. Gregorio | Aliaga | Umangan Elementary School |
| 6 | Maggie Mae C. Pascua | Aliaga | Sto Rosario Elementary School |

May 3, 2022

1:30pm To 4:30pm

| | | | |
|---|---------------------------|----------|-----------------------------------|
| 1 | Jean Cathrine B. Bulandos | Bongabon | Vega Elementary School |
| 2 | Marilyn C. Bayudang | Bongabon | Bongabon Central School |
| 3 | Mary Joy C. David | Bongabon | Santor Elementary School |
| 4 | Roselyn C. Abellera | Bongabon | J. Tomacruz Elementary School |
| 5 | Marivie Anne V. Garcia | Bongabon | Jesus C. Ilagan Elementary School |
| 6 | Niño C. Fernando | Bongabon | Macabacay Elementary School |
| 7 | Jasmin V. Calosa | Bongabon | Rosa A. Ilagan Elementary School |

May 4, 2022

8:30am To 11:30am

| | | | |
|---|----------------------------|--------|-------------------------------|
| 1 | Alvin L. Ador Dionisio | Cabiao | Cabiao Central School |
| 2 | Cris D. Batungbakal | Cabiao | San Vicente Elementary School |
| 3 | Ma. Edaliz Bediones-Dungca | Cabiao | Cabiao Central School |
| 4 | Victor Michael, R. Cuenco | Cabiao | San Roque Elementary School |
| 5 | Aimee P. Violante | Cabiao | Concepcion Elementary School |
| 6 | Christian C. Maraya | Cabiao | Palasinan Elementary School |

May 4, 2022

1:30pm To 4:30pm

| | | | |
|---|------------------------|-------------|----------------------------|
| 1 | Abegail E. Nidoy | Carranglan | Burgos Elementary School |
| 2 | Leonora Marie Y. Tayao | Carranglan | Digdig Elementary School |
| 3 | Sunshine Mae A. Bruno | Carranglan | Carranglan Central School |
| 4 | Hanah Grace D. Nimer | Carranglan | Puncan Elementary School |
| 1 | Maria Venus L. Leybag | Cuyapo East | Curva Elementary School |
| 2 | Deceree M. Valino | Cuyapo East | Cuyapo East Central School |

May 5, 2022

8:30am To 11:30am

| | | | |
|---|-------------------------|-------------|-------------------------------------|
| 1 | Raychell S. Luna | Cuyapo West | Democrito M Jose Elementary School |
| 2 | Miriam A. Ildefonso | Cuyapo West | Democrito M. Jose Elementary School |
| 1 | Gwendalyn, B. Velasquez | Gabalton | Ligaya Elementary School |
| 2 | Heherson H. Parungao | Gabalton | Bagting Elementary School /JHS |
| 3 | Caironnisah P. Madale | Gabalton | Gabalton South Elementary School |

May 5, 2022

1:30pm To 4:30pm

| | | | |
|---|------------------------|-------------------|---------------------------------------|
| 1 | Emilio B. Cabanisas | Gen. M. Natividad | Apolinario Santiago Elementary School |
| 2 | Emmanuel G. Manuel | Gen. M. Natividad | Platero Elementary School |
| 3 | Rufino D. Ico | Gen. M. Natividad | Talabutab Norte Elementary School |
| 4 | Mark Donald A. Mariano | Gen. Natividad | Gen. Natividad Central School |
| 5 | Kayzel G. Ferrer | Gen. Natividad | Mataas Na Kahoy Elementary School |

May 6, 2022

8:30am To 11:30am

| | | | |
|---|-------------------------------------|------------|-----------------------------------|
| 1 | Arlyn B. Bautista | Gen. Tinio | Gen. Tinio Central School |
| 2 | Leonilo R. De Guzman | Gen. Tinio | Rio Chico Elementary School |
| 3 | Froilan Christian King A. Villangca | Gen. Tinio | Nazareth Elementary School |
| 4 | Ian B. Bote | Gen. Tinio | Bago Elementary School |
| 5 | Nelva C. Gonzales | Gen. Tinio | General Tinio West Central School |
| 6 | Madel B. Perez | Gen. Tinio | Padolina Elementary School |
| 7 | Nicanor D. Nicanor | Gen. Tinio | Patindig Araw Elementary School |

May 6, 2022**1:30pm To 4:30pm**

| | | | |
|---|----------------------|-------------|-------------------------------|
| 1 | Monica E. Mercurio | Guimba East | Guimba East Central School |
| 2 | Annilen G. Decio | Guimba East | Manacsac Elementary School |
| 3 | Aimee Palma | Guimba East | San Roque Elementary School |
| 4 | Jerremy, M. Cortez | Guimba East | Triala Elementary School |
| 5 | Lizelle C. Rodrigucz | Guimba East | Maturanoc Elementary School |
| 6 | Daisy Villamar | Guimba East | Nagpandayan Elementary School |

May 10, 2022**8:30am To 11:30am**

| | | | |
|---|--------------------------|-------------|------------------------------|
| 1 | Liezl R. Argueza | Guimba West | Guimba West Central School |
| 2 | Aylin Grace A. Balidiong | Guimba West | Pacac Elementary School |
| 3 | Ana Noreen P. Licudan | Guimba West | Pasong Inchik-San Rafael Es |
| 1 | Reymond D. Ramos | Jaen North | Lambakin Elementary School |
| 2 | Robinson P. Galvez | Jaen North | Pinanggaan Elementary School |
| 3 | Cecilia N. Sagun | Jaen North | Putlod Elementary School |
| 4 | Elizalde B. Buluran | Jaen North | Marawa Elementary School |

May 10, 2022**1:30pm To 4:30pm**

| | | | |
|---|------------------------|------------|------------------------------------|
| 1 | Mercy Grace C. Cruda | Jaen South | Jaen Central School |
| 2 | Karl D. Payumo | Jaen South | Jaen West Elementary School |
| 3 | Alberto P., Macaso Jr. | Jaen South | Niyugan Elementary School |
| 4 | Millie Rose Y. Gaspar | Jaen South | Sto Tomas South Elementary School |
| 5 | Paula Nica R. Abiog | Jaen South | Sto. Tomas North Elementary School |

May 11, 2022**8:30am To 11:30am**

| | | | |
|---|----------------------------|-------|--------------------------------|
| 1 | Analiza C. Sapad | Laur | Laur Central School |
| 2 | Maria Milicent G. Santiago | Laur | Canantong Elementary School |
| 3 | Jimmy S. Evangelista | Laur | Sagana Elementary School /Jhs |
| 4 | John Patrick G. Dar | Laur | San Isidro Elementary School |
| 5 | Rhoda Balbin | Laur | Siclong Elementary School |
| 1 | Miriam D. Semacio | Licab | Licab Central School |
| 2 | Jose B. Chico, Jr. | Licab | San Casimiro Elementary School |

May 11, 2022**1:30pm To 4:30pm**

| | | | |
|---|-------------------------|---------|--------------------------------------|
| 1 | Juliana G. Caging | Llanera | Gen. Luna Elementary School |
| 2 | Drafino R. Arocena, Jr. | Llanera | Llanera Central School |
| 3 | Gennie Disu Narca | Llanera | A. Bonifacio Norte Elementary School |
| 1 | Aldreen Salonga | Lupao | Lupao Central School |
| 2 | Jan Michael C. Ordonio | Lupao | San Isidro Elementary School |
| 3 | Jackie Lou G. Andrada | Lupao | Parista Elementary School |

May 12, 2022**8:30am To 11:30am**

| | | | |
|---|-----------------------|--------------|------------------------------------|
| 1 | Jay S. Manliclic | Palayan City | Pedro Valenzuela Elementary School |
| 2 | Maricor E. Gacayan | Palayan City | Atate Elementary School |
| 3 | Helen Grace P. Datang | Palayan City | Fort Magsaysay Elementary School |
| 4 | Vivien T. Pascual | Palayan City | Palayan City Central School |
| 5 | Rosaliza, G. Suñega | Palayan City | Sapang Buho Elementary School |
| 6 | Zoilo A. Dumlao | Palayan City | Marcos Village Elementary School |

May 12, 2022**1:30pm To 4:30pm**

| | | | |
|---|----------------------------|-------------|----------------------------------|
| 1 | Gladys Jane Casiano | Nampicuan | Nampicuan Central School |
| 2 | Marichu S. Montero | Nampicuan | Alzate Village Elementary School |
| 1 | Ryan D. Maningas | Pantabangan | Tanawan Central School |
| 2 | Mida Mae R. Agustin | Pantabangan | Pantabangan East Cs |
| 3 | Angelica Marie V. Bontales | Pantabangan | Cadaclan Elementary School |
| 4 | Ayeen O. Dacanay | Pantabangan | San Juan Elementary School |

May 13, 2022**8:30am To 11:30am**

- 1 Princess Jane H. Bridico
- 2 Aldren, C. Garcia
- 3 Louie D. Roxas
- 4 Terry Lou O. Leabres

Penaranda
Penaranda
Peñaranda
Peñaranda

Callos Integrated School
Las Pinas Integrated School
Peñaranda Central School
Sto. Tomas Elementary School

May 13, 2022**1:30pm To 4:30pm**

- 1 Jan Michael C. Murla
- 2 Loralie Hazel C. Mapoy
- 3 Shiela Mariz Joy S. Paez
- 4 Carizza Mae I. Alapriz

Quezon
Quezon
Quezon
Quezon

San Alejandro Integrated School
Quezon Central School
Tomas Joson Elementary School
San Andres I Elementary School

May 16, 2022**8:30am To 11:30am**

- 1 Aldrin E. Manuel
- 2 Lorelei S. Salamanca
- 3 Shirley, C. Diaz
- 4 Mary Joy, O. Garcia
- 5 Grace B. Allecer
- 6 Angelo DL. Francisco

Rizal
Rizal
Rizal
Rizal
Rizal
Rizal

Rizal Central School
Estrella Elementary School
Bicos Elementary School
Agbannawag Elementary School
Cabucbucan Elementary School
Don Lorenzo E. Aleta Elementary School

May 16, 2022**1:30pm To 4:30pm**

- 1 Dennis L. Padilla
- 2 Leah Marie S. Valino
- 3 Jeffrey J. Villa
- 4 Kamille D. Santos
- 5 Mary Rose S. Espiritu
- 6 Mark Daniel Bigornia
- 7 Heherson M. Magbitang
- 8 Remiel Sam D. Dionisio
- 9 Jocelyn V. Sicat
- 10 Adriano M. Martin Jr.
- 11 Alexandra Camille S. Bao

San Antonio
San Antonio
San Antonio
San Antonio
San Antonio
San Antonio
San Antonio
San Antonio
San Antonio
San Antonio
San Antonio

Papaya Elementary School
San Francisco Elementary School
Buliran Elementary School
San Antonio Central School
San Mariano East Elementary School
Sta. Barbara North Elementary School
Faustino P. De Leon Elementary School
Sta. Barbara South Elementary School
Sto. Cristo East Elementary School
Sto. Cristo West Elementary School
Panabingan Elementary School

May 17, 2022**8:30am To 11:30am**

- 1 Lovely Mae S. Oria
- 2 Henry Motio
- 3 Jeanne De Jesus Ortiz
- 4 Rowel, C. Mateo
- 5 Kim Jasper U. Tomas
- 6 Ria Abergas

San Isidro
San Isidro
San Isidro
San Isidro
San Isidro
San Isidro

San Roque Elementary School
Calaba Elementary School
Sto. Cristo Elementary School
Malapit West Elementary School
Pulo Elementary School
San Isidro Central School

May 17, 2022**1:30pm To 4:30pm**

- 1 Sherwin P. Gomez
- 2 Mark Jaypee M. Batalla
- 3 Loradel E. Paderes
- 4 Ma. Kristina P. Diaz
- 5 Melissa T. Pineda
- 6 Rodalyn Pagaduan
- 7 Irhene, C. Diaz

San Leonardo
San Leonardo
San Leonardo
San Leonardo
San Leonardo
San Leonardo
San Leonardo

Mallorca Elementary School
San Leonardo Central School
Mambangnan Elementary School
San Leonardo Central School
Adorable Elementary School
C.I. Villaroman Elementary School
Castellano Elementary School

May 18, 2022**8:30am To 11:30am**

- 1 Marilou G. Cunanan
- 2 Jason A. Dumlao
- 3 Xandy B. Cruz
- 4 Ivey Rose P. Adao
- 1 Vya G. Reyes
- 2 Michelle L. Samaniego
- 3 Fatima M. Fernando

Santa Rosa North
Santa Rosa North
Santa Rosa North
Santa Rosa North
Santa Rosa South
Santa Rosa South
Sta Rosa South

Eulalio N. Adriano Elementary School
Sto. Rosario Elementary School
La Fuente Elementary School
San Gregorio Elementary School
Santa Rosa South Central School
Dr. A. Oliveros Elementary School
E.Saulo Elementary School

May 18, 2022

1:30pm To 4:30pm

| | | | |
|---|--------------------------|--------------|--------------------------------|
| 1 | Aileen T. Pajarillo | Sto. Domingo | Baloc Elementary School |
| 2 | Floyd B. Cabacungan | Sto. Domingo | Sto. Rosario Elementary School |
| 3 | Jhenalene R. Murla | Sto. Domingo | San Pascual Elementary School |
| 4 | Regine M. Gatnaitan | Sto. Domingo | Sto. Domingo Central School |
| 5 | Maria Kristina S. Ortega | Sto. Domingo | San Fabian Elementary School |

May 19, 2022

8:30am To 11:30am

| | | | |
|---|-------------------------|----------------|----------------------------------|
| 1 | Edrosse Lynn M. Dicen | Talavera North | Bakal Ii Integrated School |
| 2 | Mae Flor Vertudes | Talavera North | Calipahan Elementary School |
| 3 | Marissa M. Pondoc | Talavera North | Talavera North Elementary School |
| 4 | Monalie P. Dela Cruz | Talavera North | Talavera Central School |
| 5 | Josanna Villamin Toledo | Talavera North | San Jose Elementary School |
| 6 | Jolly Agliam | Talavera North | San Pascual Integrated School |

May 19, 2022

1:30pm To 4:30pm

| | | | |
|---|--------------------------------|----------------|---------------------------------------|
| 1 | Juvie Esporna Bolido | Talavera South | San Miguel Na Munti Elementary School |
| 2 | Diomel L. Cayetano | Talavera South | Sibul Elementary School |
| 3 | Jonalyn G. Bartolome | Talavera South | Talavera South Central School |
| 4 | Cecile P. Esmilla | Talavera South | San Ricardo Elementary School |
| 5 | Monique B. Jimenez | Talavera South | La Torre Elementary School |
| 6 | Olga Mae Bautista Buenaventura | Talavera South | Bantug Elementary School |

May 20, 2022

8:30am To 11:30am

| | | | |
|---|---------------------------|----------|--|
| 1 | Bella B. Baldovino | Talugtug | Talugtug East Central School |
| 2 | Dyna May Jalando-On Padua | Talugtug | Talugtug West Central School |
| 1 | Mary Grace T. Evasco | Zaragoza | Zaragoza Central School |
| 2 | Ma. Cecilia G. Nava | Zaragoza | San Isidro Elementary School |
| 3 | Arjames Gregorio | Zaragoza | Don Cirilo B. Acosta Elementary School |
| 4 | Joel Francisco | Zaragoza | F.B. Mesina Elementary School |
| 5 | Benjamin G. Ontoy, Jr. | Zaragoza | Sto. Rosario (Y) Elementary School |

