



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

20 FEBRUARY 2020

DIVISION MEMORANDUM

No. *092*, s. 2020

DESIGNATION OF SCHOOL PROPERTY CUSTODIANS

To: **ALL ELEMENTARY AND SECONDARY SCHOOL HEADS**
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL OTHERS CONCERNED

1. In the spirit and intent of DepED Memorandum 328 s. 2009 re: Guidelines on the grant of vacation service credits to teachers designated as District/School Property Custodians, all Elementary and Secondary School Heads are mandated to **update** the designation of your respective Property Custodians.
2. The Designation Order shall be accomplished by the School Head and shall be submitted on or before February 28, 2020.
3. Enclosed is the template of the Designation Order.
4. Strict compliance is hereby enjoined


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
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Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

(Date)

DESIGNATION ORDER

TO : *(Name of District/ School Property Custodians)*
Position :

In the exigency of service, you are hereby designated as **School Property Custodian** of _____ (name of School). You are to perform the following duties and responsibilities, as follows:

- a) Accomplishes and maintains property cards and stock cards.
- b) Conducts periodic inventory taking and prepares Report of Physical Count of Inventories (RPCI) and Report of Physical Count of Property, Plant and Equipment (RPCPPE)
- c) Tagging of all school properties.
- d) Accepts delivered supplies, materials and equipment based on PO and prepares Inspection and Acceptance Report (IAR).
- e) Distributes available supplies, materials and equipment to the different requesting end-users with corresponding Requisition and Issue Slip (RIS), Inventory Custodian Slip (ICS) or Property Acknowledgment Receipt (PAR)
- f) Identifies unserviceable equipment and waste materials for disposal and prepares Inventory and Inspection of Unserviceable Property (IIRUP) and Waste Materials Report (WMR) for the submission to the disposal committee.
- g) Prepares report on the deliveries of all centrally procured supplies, materials and equipment for submission to the Division Office.
- h) Assists in request relief of accountability, if any.
- i) Observes guidelines on textbook distribution, textbook inventory, textbook retrieval & loss and textbook disposal
- j) Signs clearance of property accountability for all officials and employees of the school.
- i) Does other task-related to these duties and responsibilities.

As designated property custodian having ___ minutes teaching load, no additional remuneration will be given to you, however, you are entitled to the grant of vacation service credit to all work accomplished and services rendered during summer vacation, subject to existing rules and guidelines.

Recommending Approval:

APPROVED:

School Head

JONATHAN S. DELA PEÑA Ph.D., CESO V
Schools Division Superintendent

Noted by:

Conforme:

ELEONOR P. CRUZ
Supply and Property Officer

School Property Custodian



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