



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

25 MAY 2023

DIVISION MEMORANDUM
No. 364, s. 2023

DESIGNATION OF DISTRICT PROPERTY CUSTODIANS

TO: Public Schools District Supervisors/District-In-Charge/Caretaker
Public Elem./Secondary Schools Administrators
All Others Concerned

1. This is to inform all concerned of the designation of the following non-teaching personnel as District Property Custodian:

District	Name
Ayungon I	Muhammad Nassif D. Arani (Elementary)
	Grace V. Bolongaita (Secondary)
Ayungon II	Honeylyn F. Cadiente (Elementary)
	Meledyn B. Taghap (Secondary)
Bindoy I	Celeste M. Real (Elementary)
	Janeth B. Mendoza (Secondary)
Bindoy II	Russel V. Kho (Elementary)
	Eric J. Retes (Secondary)
Jimalalud I	Maresthel D. Abellar (Elementary)
	Autessa Marie R. Cabaral (Secondary)
Jimalalud II	Francis James T. Bailado (Elementary)
	Marlie P. Gantalao (Secondary)
La Libertad I	Kathleen Mae A. Tequillo (Elementary)
	Rodel B. Tapis (Secondary)
La Libertad II	Jose Valentino Z. Dael (Elementary)
	Ladislao B. Garnica Jr. (Secondary)
Manjuyod I	Maria Estrellita D. Calidguid (Elementary)
	Lucia T. Manila (Secondary)
Manjuyod II	Harvey B. Cati-an (Elementary)
	Ric A. Tolete (Secondary)
Tayasan I	Marie Teresett S. Tabaranza (Elementary)
	Hanzel C. Jainar (Secondary)



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District	Name
Tayasan II	Susie James B. Delegero (Elementary)
	Jayson L. Angel (Secondary)
Amlan	Regina Rose O. Rendal (Elementary)
	Freda S. Machica (Secondary)
Mabinay I	Josephine L. Delvo (Elementary)
	Nelsie V. Acson (Secondary)
Mabinay II	Marichelle A. Askin (Elementary)
	Cordel Mark V. Ambos (Secondary)
Mabinay III	Queen Larein V. Lomoljo (Elementary)
Mabinay IV	Dan Josyl F. Cabual (Elementary)
	Vorn Vincent V. Visagas (Secondary)
NOHS	Marianita C. Diputado
San Jose	Maybelle B. Gomez (Elementary)
	Joanah Vic B. Sandoval (Secondary)
Sibulan I	Margie B. Abrio (Elementary)
	Clarise E. Herrera (Secondary)
Sibulan II	Josephine B. Dampog (Elementary)
	Maelen B. Quibol (Secondary)
Bacong	Juanito T. Kadusale, Jr. (Elementary)
	Rex Rodrigo T. Tindoc (Secondary)
Dauin	Rowina A. Abines (Elementary)
	Melanie R. Alam (Secondary)
Siaton I	Lilia A. Bantoto (Elementary)
	Joel C. Raipan (Secondary)
Siaton II	Rubelyn Q. Repasa (Elementary)
	Francienne D. Reyes (Secondary)
Siaton III	Luralei G. Repollo (Elementary)
	Alexandria M. Belarmino (Secondary)
Siaton IV	Freshstille Rose Dianne B. Picardal (Elementary)
	Joy Mae G. Nocos (Secondary)
Sta. Catalina I	Jessica G. Villan (Elementary)
	Casmer T. Paltingca (Secondary)
Sta. Catalina II	Abelbeth G. Abequibel (Elementary)
	Wella Mae B. Siquijor (Secondary)
Sta. Catalina III	Jaigen P. Laguardia (Elementary)
	Maria Rhodora S. Sagal (Secondary)
Sta. Catalina IV	Vanessa T. Saycon (Elementary)
	Deborah Y. Vasquez (Secondary)
Valencia	Crismar L. Noblefranca (Elementary)
	Pacita C. Tilos (Secondary)
Zamboanguita I	Jennifer R. Ventolero (Elementary)
	Mark August D. Barte (Secondary)
Zamboanguita II	Liezl B. Bangalando (Elementary)
	Aida C. Saavedra (Secondary)



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2. The designated District Property Custodians perform the following functions:
 - a. Receipt issuance, maintenance and safekeeping of supplies, materials and equipment and other properties and facilities of the school;
 - b. Conduct property inventory after the closing and before the opening of classes;
 - c. Preparation of the required reports in supply, property, asset and inventory management.
3. District Supervisor/In-Charge/Caretaker are instructed to ensure smooth transition and proper turnover of documents and responsibilities from the designated teaching personnel to the above non-teaching personnel.
4. This designation takes effect immediately.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

5/25/23


NCO/NLR-MKP-JMA/AdS/LBY/jcadiante 2/26
May 24, 2023



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