



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

**Office of the Schools Division  
Superintendent**

16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-019

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. JANETH B. MENDOZA  
Administrative Assistant II  
Cabcaban Community HS  
Bindoy I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Cabcaban Community High School in addition to your regular functions.
2. As such, you are expected to 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. This designation takes effect immediately and shall remain enforced until revoked and/or rescinded by this Office.
4. Please be guided accordingly.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/LBY/jcadiante  
October 6, 2023



Kagawaran Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644



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**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division  
Superintendent

**OFFICE ORDER**  
OO-OSDS 2023-018

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: **MR. MARLON M. RAIBUYA**  
Administrative Assistant II  
Mabato Provincial CUS  
Ayungon I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Mabato Provincial Community High School in addition to your regular functions.

2. As such, you are expected to 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. This designation takes effect immediately and shall remain enforceable until revoked and/or rescinded by this Office.

4. Please be guided accordingly.

  
**NERI C. QUASTRO EdD, C**  
Schools Division Superintendent

WCO/NLR-MKP-JMA/MS/RY/Students  
October 6, 2023



Kagawasan Avenue, Capitol Area  
Telephone Nos.:(035)225-283





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**Department of Education**  
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SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023- 090

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. GEVA B. PATOC  
Administrative Assistant II  
Tayasan National Science HS  
Tayasan I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Tayasan National Science High School in addition to your regular functions.
2. As such, you are expected to 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.
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**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/LEB/jcadiante  
October 6, 2023



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16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-091

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MR. NOCABER C. DAGODOG  
Administrative Assistant II  
Bago National High School  
Tayasan I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Bago National High School in addition to your regular functions.
2. As such, you are expected to 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.
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**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/LBY/jcadiente  
October 6, 2023



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Superintendent**

**OFFICE ORDER**  
OO-OSDS-2023- 092

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MR. HANZEL C. JAINAR  
Administrative Assistant II  
Tayasan National High School  
Tayasan I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Tayasan National High School in addition to your regular functions.
2. As such, you are expected to 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;
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Superintendent**

**OFFICE ORDER**  
OO-OSDS-2023- 093

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MR. JAYSON L. ANGEL  
Administrative Assistant II  
Pinalubngan National High School  
Tayasan II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Pinalubngan National High School in addition to your regular functions.
2. As such, you are expected to 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.
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16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-046

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. LUCIA T. MANILA  
Administrative Assistant II  
Kauswagan High School  
Manjuyod I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Kauswagan High School in addition to your regular functions.
2. As such, you are expected to 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;
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16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-047

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. JOYCIE O. DIA-UNA  
Administrative Assistant II  
Sampiniton Provincial CHS  
Manjuyod I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Sampiniton Provincial Community High School in addition to your regular functions.
2. As such, you are expected to 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;
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**OFFICE ORDER**  
OO-OSDS-2023-048

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MR. REAGAN C. ASKIN  
Administrative Assistant II  
Manjuyod National HS  
Manjuyod II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Manjuyod National High School in addition to your regular functions.
2. As such, you are expected to 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;
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**OFFICE ORDER**  
OO-OSDS-2023-049

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. KARENE IVY C. BACANG  
Administrative Assistant II  
Manjuyod Science HS  
Manjuyod II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Manjuyod Science High School in addition to your regular functions.
2. As such, you are expected to 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;
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**OFFICE ORDER**  
OO-OSDS-2023-012

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MR. FERMIN A. VAILOCES  
Administrative Assistant II  
Ayungon Science HS  
Ayungon I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Ayungon Science High School in addition to your regular functions.
2. As such, you are expected to perform the following functions:
  - a) Receipt issuance, maintenance and safekeeping of supplies, materials and equipment and other properties and facilities of the school;
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16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023- 028

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. MARIVIC S. DE ASIS  
Administrative Assistant II  
Jimalalud National HS  
Jimalalud I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Jimalalud National High School in addition to your regular functions.
2. As such, you are expected to 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;
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Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/LBY/jcadiante  
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16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023- 029

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. GLECEL C. CUEVAS  
Administrative Assistant II  
Tamao High School  
Jimalalud I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Tamao High School in addition to your regular functions.
2. As such, you are expected to 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;
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Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/LBY/jcadiante  
October 6, 2023



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Superintendent**

16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-020

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. MARLIE P. GANTALAO  
Administrative Assistant II  
Owacan Provincial CHS  
Jimalalud II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Owacan Provincial Community High School in addition to your regular functions.
2. As such, you are expected to 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;
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Schools Division Superintendent

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October 6, 2023



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16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-031

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. HEMA T. AGUILAR  
Administrative Assistant II  
La Libertad TVS  
La Libertad I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of La Libertad Technical Vocational School in addition to your regular functions.
2. As such, you are expected to 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;
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Schools Division Superintendent

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Superintendent**

16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-032

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MR. LADISLAO B. GARNICA JR.  
Administrative Assistant II  
Pacuan National High School  
La Libertad II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Pacuan National High School in addition to your regular functions.
2. As such, you are expected to 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;
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Schools Division Superintendent

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16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-011

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. MARY GRACE D. PIOQUINTO  
Administrative Assistant II  
Ayungon National HS  
Ayungon I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Ayungon National High School in addition to your regular functions.
2. As such, you are expected to perform the following functions:
  - a) Receipt issuance, maintenance and safekeeping of supplies, materials and equipment and other properties and facilities of the school;
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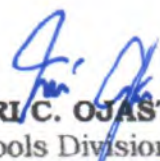
16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-012

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MR. FERMIN A. VALOCES  
Administrative Assistant II  
Ayungon Science HS  
Ayungon I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Ayungon Science High School in addition to your regular functions.
2. As such, you are expected to perform the following functions:
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Schools Division Superintendent

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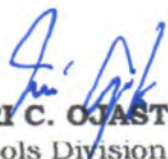
16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-014

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. MELEDYN B. TAGHAP  
Administrative Assistant II  
Tambo National HS  
Ayungon II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Tambo National High School in addition to your regular functions.
2. As such, you are expected to perform the following functions:
  - a) Receipt issuance, maintenance and safekeeping of supplies, materials and equipment and other properties and facilities of the school;
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**OFFICE ORDER**  
OO-OSDS-2023-015

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. LORELIE T. VAILOCES  
Administrative Assistant II  
Carol-an High School  
Ayungon II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Carol-an High School in addition to your regular functions.
2. As such, you are expected to 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. This designation takes effect immediately and shall remain enforced until revoked and/or rescinded by this Office.
4. Please be guided accordingly.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/LBY/jcadiante  
October 6, 2023



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644



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

**Office of the Schools Division  
Superintendent**

16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-011

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. MARY GRACE D. PIOQUINTO  
Administrative Assistant II  
Ayungon National HS  
Ayungon I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Ayungon National High School in addition to your regular functions.
2. As such, you are expected to 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. This designation takes effect immediately and shall remain enforced until revoked and/or rescinded by this Office.
4. Please be guided accordingly.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/LBY/joudiente  
October 6, 2023



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

Office of the Schools Division  
Superintendent

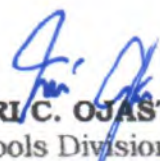
16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-012

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MR. FERMIN A. VALOCES  
Administrative Assistant II  
Ayungon Science HS  
Ayungon I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Ayungon Science High School in addition to your regular functions.
2. As such, you are expected to 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. This designation takes effect immediately and shall remain enforced until revoked and/or rescinded by this Office.
4. Please be guided accordingly.


  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/10/11/jcadiante  
October 6, 2023



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SCHOOLS DIVISION OF NEGROS ORIENTAL

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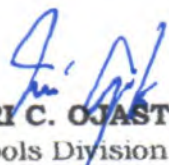
16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-014

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. MELEDYN B. TAGHAP  
Administrative Assistant II  
Tambo National HS  
Ayungon II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Tambo National High School in addition to your regular functions.
2. As such, you are expected to 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. This designation takes effect immediately and shall remain enforced until revoked and/or rescinded by this Office.
4. Please be guided accordingly.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/LBY/jcadienc  
October 6, 2023



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**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

16 NOV 2023

**OFFICE ORDER**  
OO-OSDS-2023-015

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

To: MS. LORELIE T. VAILOCES  
Administrative Assistant II  
Carol-an High School  
Ayungon II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Carol-an High School in addition to your regular functions.
2. As such, you are expected to 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.
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4. Please be guided accordingly.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

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