



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-2023-069

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. NIKKI JOHN E. BAYOT
Administrative Assistant II
Sibulan National HS
Sibulan I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Sibulan 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 This designation takes effect immediately and shall remain enforced until revoked and/or rescinded by this Office.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/jc:dicute
October 6, 2023



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-070

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. VIRGINIA C. TEVES
Administrative Assistant II
Sibulan Night High School
Sibulan I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Sibulan Night 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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NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

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REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023- 071

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. JENETTE D. LOZAGA
Administrative Assistant II
Bolocboloc High School
Sibulan I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Bolocboloc 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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NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

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



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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-072

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CHARLOTTE JOAN L. BERNADEZ
Administrative Assistant II
Dr. Benjamin T. Locsin MHS
Sibulan I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Dr. Benjamin Locsin Memorial 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

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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-077

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CRISTAL CATHERINE T. DECIAR
Administrative Assistant II
Sibulan Science High School
Sibulan I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Sibulan 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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NERI C. GASTRO EdD, CESE
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NCO/NLR-MKP-JMA/AdS/LBY/jcadiente
October 6, 2023



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OFFICE ORDER
OO-OSDS-2023-074

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. RODRIGO A. FORTIN JR.
Administrative Assistant II
Enrique Villanueva High School
Sibulan II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Enrique Villanueva 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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OFFICE ORDER
OO-OSDS-2023-075

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. YORADYL E. BANCAIREN
Administrative Assistant II
Ajong High School
Sibulan II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Ajong 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-2023-076

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. MA. LEILANI G. ALCANTARA
Administrative Assistant II
Balugo High School – Sibulan NHS Ext.
Sibulan II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Balugo High School-Sibulan National High School Ext. 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-2023-077

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. RODNEY C. MEDEZ
Administrative Assistant II
Tubigon High School
Sibulan II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Tubigon 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-2023-050

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. HANALYN T. BARTOCES
Administrative Assistant II
Negros Oriental National HS

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Negros Oriental 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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NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

NCO/WLR-MKP-JMA/AdS/LAW/jedicate
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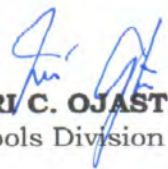
16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-051

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. ROBLINA JOY M. SAGOLILI
Administrative Assistant II
Negros Oriental High School

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Negros Oriental High School – Junior HS 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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**Office of the Schools Division
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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023- 052

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. EVAN OMAR Y. SUMNDAD
Administrative Assistant II
San Jose Provincial HS
San Jose District


1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of San Jose Provincial 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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NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-059

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. EMILY S. ZERNA
Administrative Assistant II
C.O. Retes National HS
San Jose District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Crisostomo O. Retes 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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NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

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



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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-054

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. NONNET C. REQUINA
Administrative Assistant II
Siapo High School
San Jose District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Siapo 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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NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-055

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. RUTCHIE B. ARIZA
Administrative Assistant II
Cambalocot High School
San Jose District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Cambalocot 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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NERI C. OCASTRO EdD, CESE
Schools Division Superintendent

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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-028

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. GINA A. MADERA
Administrative Assistant II
Tara Provincial CHS
Mabinay II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Tara 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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NERI C. OJASTRO EdD, CESE
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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-029

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. EVARESTO A. PAIR
Administrative Assistant II
Campanun-an Provincial CHS
Mabinay II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Campanun-an 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;
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NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

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

OFFICE ORDER
OO-OSDS-2023-040

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. LYNDY D. RUSIANA
Administrative Assistant II
Barras National High School
Mabinay III District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Barras 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-2023-041

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. JOHN REY A. MAYOL
Administrative Assistant II
Mabinay National High School
Mabinay III District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Mabinay 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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NERI C. OJASTRO EdD, CESE
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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-042

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. LIDA G. BALDOMAR
Administrative Assistant II
Mabinay Science High School
Mabinay III District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Mabinay 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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NERI C. OJASTRO EdD, CESE
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OFFICE ORDER
OO-OSDS-2023-043

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. ARNEL A. LIM
Administrative Assistant II
Manlingay High School
Mabinay III District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Manlingay 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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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



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-2023-044

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. VORN VINCENT V. VISAGAS
Administrative Assistant II
Dahile Provincial CHS
Mabinay IV District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Dahile 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 enforced until revoked and/or rescinded by this Office.
4. Please be guided accordingly.


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October 6, 2023



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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-045

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. PRECIOUS S. PERANCO
Administrative Assistant II
Inapoy High School
Mabinay IV District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Inapoy 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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October 6, 2023



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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023- 033

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. MOORE BHEY C. LAGOS
Administrative Assistant II
Canggehob High School
Mabinay I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Canggehob 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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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER

OO-OSDS-2023- 024

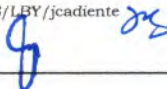
DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. NELSIE V. ACSON
Administrative Assistant II
Benedicto P. Tirambulo Memorial National High School
Mabinay I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Benedicto P. Tirambulo Memorial 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 of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023- 035

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. LOREN L. MISSION
Administrative Assistant II
Cansal-ing Provincial CHS
Mabinay I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Cansal-ing 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 of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023- 036

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. KENNETH B. MIRA
Administrative Assistant II
Bagtic National High School
Mabinay I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Bagtic 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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October 6, 2023



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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023- 037

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. CORDEL MARK V. AMBOS
Administrative Assistant II
Pantao National High School
Mabinay II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Pantao 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/jcadiante
October 6, 2023



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**Office of the Schools Division
Superintendent**

13 NOV 2023

OFFICE ORDER
OO-OSDS-2023-007

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: **MS. MARY JOY A. RECEDE**
Administrative Assistant II
Amlan National HS
Amlan District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Amlan 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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4. Please be guided accordingly.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

NCO/NLR-MRP-JMA/AdS/EDV/jcadiente
October 6, 2023



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**Office of the Schools Division
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7 NOV 2023

OFFICE ORDER
OO-OSDS-2023-008

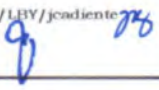
DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. NICCA R. SIGLOS
Administrative Assistant II
Amlan National HS - Jugno
Amlan District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Amlan National High School – Jugno Campus 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-2023-009

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. RAYMUNDO T. REASOL
Administrative Assistant II
Jantianon High School
Amlan District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Jantianon 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-2023-010

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. LARRY E. SEIT
Administrative Assistant II
Silab Community HS
Amlan District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Silab 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;
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