

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CHERRIE A. SOLAMILLO
Administrative Assistant II
San Miguel National HS
Bacong District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of San Miguel National 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 This designation takes effect immediately and shall remain enforced until revoked and/or rescinded by this Office.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

BCO/MLB/MSP/JMA/ASD/UPP/psd/psm
October 9, 2023

P-720



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

**Office of the Schools Division
Superintendent**


OFFICE ORDER
OO-OSDS-2023-017

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. RHEALY E. LASPIÑAS
Administrative Assistant II
Buntod High School
Bacong District

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


Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

OFFICE ORDER
OO-OSDS-2023-094

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. HAMIZAH S. DELOS REYES
Administrative Assistant II
Pulangbato National High School
Valencia District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Pulangbato 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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NCO/NLR-MKP-JMA/AdS/AY/jcadiente
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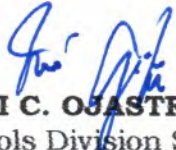
**Office of the Schools Division
Superintendent**

OFFICE ORDER
OO-OSDS-2023-095

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. BALTAZAR D. CUBALAN
Administrative Assistant II
Valencia National High School
Valencia District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Valencia 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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SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

OFFICE ORDER

OO-OSDS-2023- 096

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. AMABEL LEE J. DIWA
Administrative Assistant II
Valencia National High School
Valencia District

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

OFFICE ORDER
OO-OSDS-2023-047

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. MARIA LOURDES T. BAIS
Administrative Assistant II
Gregorio Elmaga Memorial HS
Zamboanguita I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Gregorio Elmaga 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;
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NERI C. QUIASTRO EdD, CESE
Schools Division Superintendent

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October 6, 2023



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**Office of the Schools Division
Superintendent**

OFFICE ORDER
OO-OSDS-2023-098

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. NORITA B. DAÑO
Administrative Assistant II
Santiago Delmo National HS
Zamboanguita I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Santiago Delmo 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 of the Schools Division
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OFFICE ORDER
OO-OSDS-2023-099

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. AIDA C. SAAVEDRA
Administrative Assistant II
J.M. Locsin Memorial HS
Zamboanguita II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Jose Marie 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;
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**Office of the Schools Division
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OFFICE ORDER
OO-OSDS-2023-100

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. YORICA A. ALAMPAY
Administrative Assistant II
Zamboanguita Science HS
Zamboanguita II District

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

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-078

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. EVA MAE G. PINO
Administrative Assistant II
E.M. De Ramos MHS
Sta. Catalina I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Eligio Monte de Ramos 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- 079

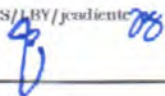
DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. NOVALYN M. LAJOT
Administrative Assistant II
C.Z. Napigkit National HS
Sta. Catalina I District

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

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-080

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CASMER T. PALTINGCA
Administrative Assistant II
D.E. Macias Memorial NHS
Sta. Catalina I District

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

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-081

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. ADRIAN I. LORETO
Administrative Assistant II
Pedro Abul Memorial HS
Sta. Catalina I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Pedro Abul 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;
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Schools Division Superintendent

NCO/NLR-MKP-JMA/AdS/LBY/jcadiente
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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023- 062

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. JAMES E. CARO
Administrative Assistant II
Nagbinlod High School
Sta. Catalina II District

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

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-083

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. JOY VIVITZGRACE T. ALANTA-OL
Administrative Assistant II
Nagbalaye High School
Sta. Catalina II District

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

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October 6, 2023



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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-084

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. JANET C. ALABATA
Administrative Assistant II
Cawitan High School
Sta. Catalina II District

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

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-085

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CHRISTINE D. LINGCONG
Administrative Assistant II
Sta. Catalina National HS
Sta. Catalina III District

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

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-086

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CHRISTINE B. RICARDO
Administrative Assistant II
Sta. Catalina Science HS
Sta. Catalina III District

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

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-087

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. YAMAMINA S. SINCERO
Administrative Assistant II
San Miguel High School
Sta. Catalina IV District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of San Miguel High School in addition to your regular functions.
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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-088

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CHERYL P. GRAVADOR
Administrative Assistant II
Amio Comprehensive High School
Sta. Catalina IV District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Amio Comprehensive High School in addition to your regular functions.
2. As such, you are expected to perform the following functions:
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OFFICE ORDER
OO-OSDS-2023-089

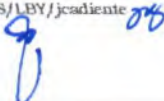
DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. DEBORAH Y. VASQUEZ
Administrative Assistant II
Obat High School
Sta. Catalina IV District

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

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





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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-2023-056

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. JOSEPH A. AGOR
Administrative Assistant II
P.C. G. Cabrera HS
Siaton I District

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

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



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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- 057

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. JOEL C. RAIPAN
Administrative Assistant II
Sumaliring High School
Siaton I District

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



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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-058

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. CHRISTIAN A. SUMAYANG
Administrative Assistant II
Palayuhan High School
Siaton I District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Palayuhan 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-2023-059

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CATHERINE E. CASIMIRO
Administrative Assistant II
Mainit High School
Siaton I District

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

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-060

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. DEXEN NOVEM K. PAJANTOY
Administrative Assistant II
Siaton National High School
Siaton II District

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

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**Office of the Schools Division
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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-061



DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. ARLITA R. DIAZ
Administrative Assistant II
Candugay High School
Siaton II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Candugay 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
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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-062

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. CANDIDO C. JUMALON
Administrative Assistant II
Mantiquil Masaligan HS
Siaton II District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Mantiquil Masaligan 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
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**Office of the Schools Division
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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-062

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. ANALIZA K. KISKIS
Administrative Assistant II
Cambonbon National HS
Siaton III District

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

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**Office of the Schools Division
Superintendent**

OFFICE ORDER
OO-OSDS-2023-064

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. ALEXANDRIA M. BELARMINO
Administrative Assistant II
Malog Provincial Community HS
Siaton III District

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

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October 6, 2023



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**Office of the Schools Division
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OFFICE ORDER
OO-OSDS-2023-065

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CRISTAL DEE Q. TINAMBACAN
Administrative Assistant II
Siaton Science High School
Siaton III District

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

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**Office of the Schools Division
Superintendent**

OFFICE ORDER
OO-OSDS-2023- 066

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. MARK JOHN J. KILAPKILAP
Administrative Assistant II
Aurelia Mercedo MHS
Siaton IV District

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

NCO/NLR-MKP-JMA/AdS/LBV/jcdiente
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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-067

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. SARAH MAE M. TUBAT
Administrative Assistant II
Giligaon High School
Siaton IV District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Giligaon 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/MLR-MGP-JMA/AdS/LEW/Jcauliente
October 6, 2023





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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-068

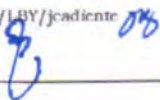
DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. JOY MAE G. NOCOS
Administrative Assistant II
Maria Macahig MHS
Siaton IV District

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

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October 6, 2023





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**Office of the Schools Division
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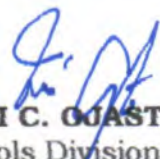
16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-022

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. LIZA MAE P. BARLISO
Administrative Assistant II
Apolinar B. Macias MHS
Dauin District

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

NCO/NLR-MKP-JMA/AdS/EBY/jendiente
October 6, 2023



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**Office of the Schools Division
Superintendent**

16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-022

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. LIZA MAE P. BARLISO
Administrative Assistant II
Apolinar B. Macias MHS
Dauin District

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

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

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**Office of the Schools Division
Superintendent**

7 NOV 2023

OFFICE ORDER
OO-OSDS-2023-023

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. FELICIDAD T. DALES
Administrative Assistant II
Malongcay Dacu HS
Dauin District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Malongcay Dacu 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. OSASTRO EdD, CESE
Schools Division Superintendent

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



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SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

10 NOV 2023

OFFICE ORDER
OO-OSDS-2023-024

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. ROSANNE D. MENDOZA
Administrative Assistant II
Dauin National HS
Dauin District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Dauin 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-2023-025

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. MISHALLE M. TIA
Administrative Assistant II
Dauin Science High School
Dauin District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Dauin 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
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- 024

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MR. JOHN VIR D. ALAM
Administrative Assistant II
Froilan Alanano High School
Dauin District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Froilan Alanano 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
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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023- 027

DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. CHELPRAN E. PATONG
Administrative Assistant II
Antonio B. Alejado MHS
Dauin District

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

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16 NOV 2023

OFFICE ORDER
OO-OSDS-2023-018

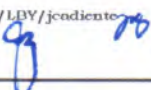
DESIGNATION OF SCHOOL PROPERTY CUSTODIAN

To: MS. ANGELICA S. SEDILLO
Administrative Assistant II
Ong Che Tee – Bacong HS
Bacong District

1. In the exigency of the service, you are hereby designated as the SCHOOL PROPERTY CUSTODIAN of Ong Che Tee - Bacong 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-MRP-JMA/AdS/LBY/jcdiente
October 6, 2023





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