



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

22 March 2024

DIVISION MEMORANDUM
NO. **179** S. 2024

**REVOCATION OF THE DESIGNATIONS ISSUED TO TEACHERS AS
SCHOOL/DISTRICT PROPERTY CUSTODIAN AND TRANSFER
OF RESPONSIBILITY TO NON-TEACHING PERSONNEL**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. In compliance with DepEd Order No. 002, s. 2024 titled “*Immediate Removal of Administrative Tasks of Public School Teachers*”, the designation of all school planning officers is hereby revoked immediately.
2. The designations of the District Property Custodians who hold teaching positions are also revoked.
3. Public Schools District Supervisors of districts affected by this revocation are advised to recommend a replacement for their District Property Custodian from among the Administrative Officers assigned in the cluster of schools within the district.
4. The responsibilities as School Property Custodians shall be transferred to the Administrative Officers II assigned in the cluster of elementary schools or secondary schools. In schools where there is no assigned Administrative Officer II, the school head shall assign the task to any of the non-teaching personnel who can handle the responsibilities.
5. School Property Custodians have the following responsibilities:
 - a. prepares the Project Procurement Management Plan (PPMP) for the school;
 - b. accepts, distributes and monitors all deliveries of supplies, materials and equipment to the different departments of the school and prepares necessary reports required by the Division Office;



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- c. prepares request for inspection of deliveries of supplies, materials and equipment, as well as the Inspection and Acceptance Report (IAR);
 - d. prepares and maintains Property and Stock Cards for all properties and supplies of the school;
 - e. prepares Report and Physical Count of Property Inventories (RPCPI) and the Property Plant and Equipment (PPE);
 - f. signs clearance of property accountability for all officials and employees of the school; and
 - g. does other tasks related to school asset management.
6. This office would like to extend its appreciation for the services rendered in connection with all school asset management duties and functions of the teachers who were designated as school/district property custodians.
7. Further, it is emphasized that proper and practical transition measures shall be implemented by schools to effectively and efficiently carry out various administrative tasks.
8. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated,
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
POLICY
PROPERTIES
SCHOOLS
TEACHERS



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