



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

September 8, 2021

DIVISION MEMORANDUM

No. 340 s. 2021

DESIGNATION OF DISTRICT AND SCHOOL PROPERTY CUSTODIANS

TO: OIC- Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads

1. In the absence of regular Supply/Property Officers or Storekeepers in elementary and secondary schools, selected elementary and secondary school teachers are often designated by the Schools Division Superintendents to perform functions of Property Custodians in districts and schools, either on part-time or full- time basis.
2. The designated Property Custodians perform, among others, important workloads that include the receipt, issuance, maintenance and safekeeping of supplies, materials, equipment other properties and facilities of the school. They also conduct and maintain the inventory of properties and prepare the required reports.
3. The delegation of a personnel to function the stated tasks shall give utmost consideration to DepEd Order No. 9, s. 2005 , “Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith”

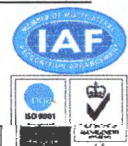
“To arrest the deteriorating quality of education, one of the immediate tasks that need to be undertaken is to increase engaged time-on-task. The objective is to meet the required number of school days in every school year and the time allotment for the different subjects in every school day by lessening activities that take teachers and/or students away from the classroom, maximizing the use of the time allotment for every subject, and reducing the non- teaching duties of teachers”

4. In order to ensure the uniform implementation and clarify issues and concerns in the designation of Property Custodians, the following guidelines are issued:
 - a. **For District Offices**, District Property Custodian must be the Administrative Officer II and for districts without Administrative Officer II, the Administrative Assistant II or III of the District will be designated as District Property Custodian.




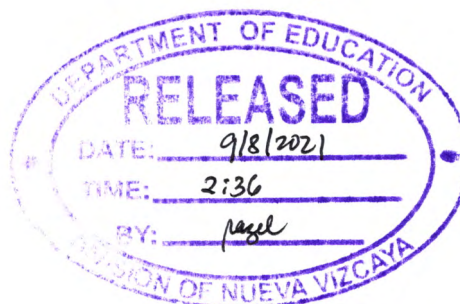
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- b. **For High School Implementing Units without Supply Officers, and Non- Implementing Units**, the School Property Custodian must be the Administrative Assistant II or non- teaching personnel of the School.
 - c. **For Elementary Schools**, teachers may be designated as School Property Custodian (preferably the designated DRRM or EF Coordinator)
5. Teachers designated School Property Custodian who continue to have regular teaching loads (of at least 2 but not beyond 4) shall render services on part-time basis and shall remain in the teachers' leave basis. Services rendered beyond eight (8) hours during the regular school days shall be given vacation service credit which is exclusive of the 15-day limitation under DepEd Order No. 53, s. 2003.
 6. Teachers designated on part time basis as School Property Custodians and who are required to serve during summer vacation to conduct property inventory after the closing and before the opening of classes shall be granted vacation service credits of not more than 15 days also exclusive of the 15-day limitation.
 7. School Heads of elementary and secondary schools are advised to submit to the District Property Custodians the recommendation letter for the designation of the School Property Custodian for consolidation. This will be the basis for the preparation of the Designation Order to be signed by the Schools Division Superintendent.
 8. Attached herewith is the template to be filled- out by the District Property Custodians to be submitted through email at depednvsupply@gmail.com together with the Consolidated recommendation letter per district, scanned in one PDF file. Deadline of submission is on September 17, 2021.
 9. For information, guidance and strict compliance.


RACHEL R. LLANA, PhD., CESO VI
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 Officer In- Charge
 Office of the Schools Division Superintendent *jr*



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