



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

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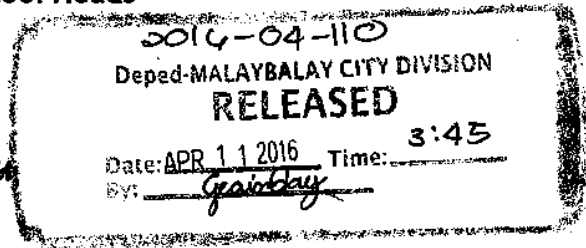
DIVISION MEMORANDUM

No. 174 s. 2016

TO: District / School Property Custodians
Public Elementary and Secondary School Heads
This Division

FROM:  EDILBERTO L. OPLENARIA, CESO VI
OIC - Schools Division Superintendent

DATE: April 11, 2016



SUBJECT: SUBMISSION OF ACTION PLAN ON PROPERTY CUSTODIANSHIP

In line with the recently conducted Division Training on District / School Property Custodianship on April 8, 2016 at Veranda, this Office hereby requires the submission of District / School Action Plan on Property Custodianship from April 2016 - March 2017 essential to the Zero-Waiting Time Program incorporated in the 3-year Division Strategic Plan.

Further, this is to inform that the Action Plan was given to the custodians as assignment due to the limited time of the training and considering that both the custodian and school head are advised to prepare it for accountability and transparency purposes.

The accomplished Action Plan shall be submitted to the Office of the Schools Division Superintendent Attention: OIC - Supply Officer Emelyn D. Razo on or before April 20, 2016 for review and further appropriate action.

An approved copy of Action Plan shall be provided to the District / School for information and guidance in the implementation.

For compliance.

Encl:

As stated

Copy Furnished:

Records Unit
Property Unit
AO File

TO BE POSTED IN THE WEBSITE

ACTION PLAN ON PROPERTY CUSTODIANSHIP
(Zero Waiting Time Program)
April 2016 to March 2017

Components	Specific Areas for Improvement	Objective/Target	Programs/Projects/Activities/Tasks	Persons Involved	Time Frame	Resources Needed	Source of Fund	Expected Outcome
Storage/ Warehousing								
Issuance and Utilization								

Components	Specific Areas for Improvement	Objective/Target	Programs/Projects/Activities/Tasks	Persons Involved	Time Frame	Resources Needed	Source of Fund	Expected Outcome
Inventory taking								
Disposal								

Prepared by:

Reviewed by:

Recommending Approval:

Approved:

 District/School Property Custodian District Supervisor/School Principal

EMELYN D. RAZO
 OIC-Supply Officer

JUTCHEL L. NAYRA, DPA
 Administrative Officer V

EDILBERTO L. OPLENARIA, CES
 Schools Division Superintendent