



2023-

Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM 2023-03-091
 DEPED MALAYBALAY CITY DIVISION
RELEASED
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 BY: [Signature]

Division Memorandum

No. 091,s 2023

To: Assistant Schools Division Superintendents
 Division Chiefs and Unit Heads
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned

FROM: **VICTORIA V. GAZO PhD, CESO V**
 Schools Division Superintendent [Signature]

DATE: March 16, 2023

SUBJECT: **REITERATION OF THE DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER II**

1. This is to reiterate the functions/duties and responsibilities of **Administrative Officer II (AO II)** related to **Property Custodianship** as stated in **DM-PHROD-2021-0171**, as follows:

Key Result Area/s	DUTIES AND RESPONSIBILITIES
Property Custodianship	a. Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.



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