



2023 - 69975

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

DM 2023-03-092
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 3/17/23 TIME: 11:09
BY: [Signature]

Division Memorandum

No. 092,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: **TERMINATION OF THE DESIGNATION OF SCHOOL PROPERTY
CUSTODIANS UPON THE ASSUMPTION OF ADMINISTRATIVE
OFFICER II**

1. Designation of school property custodians issued by the Division and School Offices are terminated immediately upon the assumption to duty of the Administrative Officer II assigned in the school.
2. Designate property custodian shall turn over all records and properties to the Administrative Officer II as the new school property custodian.
3. School heads are enjoined to facilitate the smooth turnover of all records, properties, and assets. Activities such as inventory/physical count, review of records, and the like should be done prior to the turn-over.
4. For guidance and compliance.

Copy furnished:
Records file
AO file



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