



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 15, 2021

OFFICE MEMORANDUM

No. **000339**s. 2021

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

DESIGNATION OF PROPERTY CUSTODIAN OF FUNCTIONAL DIVISION/ SECTIONS

1. In the exigency of the service, the hereunder regular employees of this Regional Office are hereby designated as property Custodians of their respective division/section/unit, effective immediately as follows:

. ORD	-	Leo Dizon
. ARD	-	Marcelo Sacay
. Legal	-	Jill Tormis
. PAU	-	Queennielyn Yu
. ICT	-	Gerard Christopher A. Villegas
. FD	-	Robert Ecot
. QAD	-	Franco Villamor
. PPRD	-	Janice Delopere
. CLMD	-	Marilyn Arinto
. LRMDS	-	Romeo Alvarado
. HRDD	-	May Ann Ladrera
. ESSD	-	Marcelito V. Aranas
. HNU	-	Adara Lourdes Luaton
. FTAD	-	Annalyn Lim
. Admin	-	Jeanita C. Diongon
. AD-Personnel	-	Pee Jay Amadore
. AD-Records	-	Iris N. Cordeta
. AD-GSU	-	Linaflor Tajo
. AD-Cash	-	Josephine Tajarros
. AD-Asset	-	Andrey Gay N. Calipayan
. RELC	-	Rogelio O. Ticoy



2. The above designated Property Custodians shall be responsible to record/card, and to conduct inventory of all supplies/materials, furniture/fixture, & equipment distributed/allotted to them, and to closely coordinate with the AMS Section for periodic inventory with the end view for an improved safekeeping and judicious utilization of office supplies/materials, equipment, and other properties. They shall also assist the Regional Inventory Committee in the conduct of regular inventory and subsequent preparation of the inventory of properties and supplies of the Regional Office.
3. This designation does not entail additional compensation/remuneration.
4. For information and guidance of all concerned.


MA. GEMMA MERCADO-LEDESMA
Regional Director

AD-AMS-MLFP

