



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

November 12, 2021

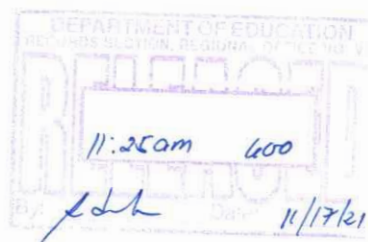
OFFICE MEMORANDUM

No. **000800** s. 2021

To: All Designated Property Custodians per Functional Division/Unit

**VIRTUAL ORIENTATION ON THE ROLES AND FUNCTIONS OF THE
DESIGNATED PROPERTY CUSTODIANS**

1. This Office through the Administrative Division-Asset Management Section shall conduct a Virtual Orientation on the Roles and Functions of the Designated Property Custodians per Functional Divisions/Units on December 2-3, 2021 from 9:00 AM to 5:00 PM via Microsoft Team platform.
2. The activity aims to:
 - a. ensure proper recording/carding of office supplies, equipment, furniture and fixture;
 - b. proper safekeeping and utilization of office supplies and equipment issued;
 - c. provide participants inputs on the preparation of CY 2021 Year End Inventory Report.
3. Attached is the list of designated property custodians per functional divisions/units. The link will be provided before the start of the orientation.
4. Lunch and two (2) snacks will be provided to the participants. The expenses incurred in the participation of RO personnel shall be charged to Asset Management Section Funds subject to the usual accounting and auditing rules and guidelines.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.



EVELYN R. FETALVERO CESO IV
Regional Director

AD-AMS-MLFP



Enclosure No. 1 of OM No. 600 s. 2021

LIST OF DESIGNATED PROPERTY CUSTODIANS PER FUNCTIONAL DIVISIONS/UNITS

NAME	DIVISION/UNIT
Leo Dizon	ORD
Marcelo Sacay	OARD
Queenielyn Yu	PAU
Jill Tormis	Legal
Gerard Christopher A. Villegas	ICT
Robert Ecot	FD
Franco Villamor	QAD
Janice Delopere	PPRD
Marilyn Arinto	CLMD
Romeo Alvarado	LRMDS
May Ann Ladrera	HRDD
Marcelito Aranas	ESSD
Adara Lourdes Luaton	HNU
Annalyn Lim	FTAD
Jeanita Diongon	ADMIN
Pee Jay Amadore	AD-Personnel
Iris Cordeta	AD-Records
Linaflor Tajo	AD-GSU
Josephine Tajarros	AD-Cash
Andrey Gay N. Calipayan	AD-Asset
Rogelio Ticoy	RELC
Mercedes Sarmiento	Chief, ADMIN
Laura Paglinawan	AO V
Erna Parina	
Sarah Lapidario	
Total -	30 PAX