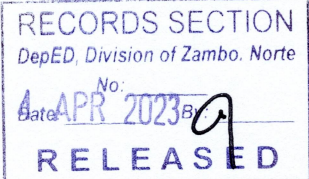




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



April 18, 2023

Division Memorandum No. 122, S. 2023

To: Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

Subject: **Updating of Property Custodians' Directory for Issuance of Designation**

1. In line with the commitment of the Schools Division Office to better serve its stakeholders with new administration at the helm, the office enjoins all concerned to update the Property Custodians' Directory by providing the required information in this link: bit.ly/ZNSPC. The data gathered shall serve as basis for the issuance of designation and coordination purposes.
2. This initiative aims to help those designated by providing concrete proof which they can attach to their claims for service credits in acknowledgment to the vital role they play in ensuring an enabling and supportive environment for effective learning to happen.
3. With the deployment of Administrative Officers II, those in direct supervision are mandated to require performance of custodianship responsibility from said officials considering that it is an area where they are expected to focus on. Therefore, PSDSs are to recommend among AO II assigned in their respective districts who shall act as District Property Custodian while those schools with assigned AO II need not recommend among its personnel to carry out the duty. This is to help unburden teachers from administrative tasks and support the intention of the Department for hiring said personnel.
4. The deadline for updating is on **April 30, 2023** as issuance of designation shall follow thereafter.
5. Immediate dissemination of and compliance with this memorandum is directed.

ROY C. TUBALLA EMD JD CESO VI
Schools Division Superintendent

SUPjlr/Updating for SPC Directory/DM003-2023/041823



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