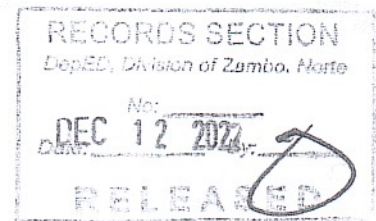




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



November 29, 2022

Division Memorandum  
No. 472 s. 2022

**To: Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals  
Concerned Personnel  
This Division**

**RENEWAL OF DESIGNATION AS PROPERTY CUSTODIAN, SUPPLY OFFICER,  
BOOKKEEPER, ICT DESIGNATE AND DISBURSING OFFICER IN THE SCHOOLS**

1. Pursuant to the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA Revised 2018), Section 13, Letter C, No. 3 and 4: For positions without incumbents who temporarily cannot perform the duties of the position (due to vacation or sick leave, study leave scholarship, maternity leave, special assignments), the designation should be synchronized with the absence of the incumbent, unless earlier revoked or recalled by the appointing authority. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.
2. For Positions without incumbents, a designation may be made only for a maximum of one (1) year. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.
3. Non-renewal of designations tantamount to ineligibility to avail service credits.
4. Designation as officers or members of Committees such as BAC, HRMPSB, PMT are not subject to this rule.
5. Along this vein, this office notifies all designated property custodians, supply officers, bookkeepers and disbursing officers in the schools and all potential and interested applicants to submit **letter of intent** addressed to the Schools Division Superintendent conferred/endorsed by the Public Schools District Supervisor and School Head for the designation or renewal of designation on or before **December 30, 2022**.



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6. All submitted requests shall be assessed, evaluated and approved by the Schools Division Superintendent.
7. For information, guidance, and compliance.

  
**VIRGILIO P. BATAN, JR., CESO VI**  
Schools Division Superintendent

DMPersonnelseled/renewalofdesignation/004/11292022



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