



107370

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

August 25, 2023

No. 098, s. 2023

**DESIGNATION ORDER AS ACTING SUPPLY AND PROPERTY SECTION HEAD OF THE
ADMINISTRATIVE SERVICES**

To: HEIDI B. ESCALONA
Administrative Officer II

1. In exigency of the service, this Office hereby designates you as the Acting Supply and Property Section Head of the Administrative Services Unit under the leadership of Francis Jude D. Alcomendras, Administrative Officer V-Administrative Section.
2. As such, you are to perform the duties and functions stipulated in the compendium of the Administrative Officer IV (Supply Section), to wit:
 - a. Develops and recommends policies, standards, guidelines, systems, tools and form for use in the SDO regarding supply and property related activities.
 - b. Drafts memos and issuances on recommendations regarding policies, standards, guidelines, systems, forms for use in the SDO as approved by the SDS.
 - c. Prepares the Division Annual Procurement Plan, by collecting and consolidating the procurement plans of the various units of the schools division offices for approval of SDS and submission to DBM
 - d. Prepares and agency procurement requests on a quarterly basis for validation by DBM as to availability of stocks to determine supplies to be procured from DBM depot of sourced outside
 - e. Prepare purchase orders based on APR and PR to procure the supplies needed
 - f. Receives and physically inspects supply delivered to ensure adherences to quarterly and quality specs of items delivered
 - g. Monitors performances of suppliers and satisfaction of management and staff on procured resources for feedback to supplier towards continuous improvement
 - h. Supervises maintenance of storage area for supplies and properties to ensure the security and safety of supplies
 - i. Approves issuance of supplies as prepared by Storekeeper based on requests of units in the schools division.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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- j. Conducts inventory and maintains an updated inventory record of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed and pertinent laws, rules and regulations to establish accountability and inclusion of the property in the books of accounts
 - k. Recommend disposal of waste materials and unserviceable equipment after conducting inspections on an annual basis to release accountability for unserviceable equipment and materials and deletion from accounting record.
 - l. Keeps records of accountability of officials and employees on property issuances for issuance of clearance
 - m. As may be assigned by the superior.
3. This designation does not carry with it any additional remuneration or priority of promotion.
 4. This designation shall take effect immediately and subject to recall when deemed necessary.
 5. For your information and strict compliance.


MELANIE P. ESTACIO, PhD, CESO VI
OIC -Schools Division Superintendent

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