



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF PAMPANGA

January 30, 2023

DIVISION MEMORANDUM
 No. **050**, s. 2023

ENCODING OF ASSET MANAGEMENT DIRECTORY FOR CY2023

To: Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 District/School Property Custodians
 All Others Concerned

1. For calendar year 2023, this Office is requesting all district and school property custodians to update the Asset Management Directory using the following links:

School-Based Personnel	LINKS
District Property Custodians	https://bit.ly/DistrictPampangaDirectory2023
Elementary School Property Custodians	https://bit.ly/ElemPampangaDirectory2023
Secondary School Property Custodians (Junior and Senior)	https://bit.ly/SecPampangaDirectory2023

2. In addition, kindly **upload** the following documents in this link for reference.

<https://bit.ly/ASSETforuploading2023>

- a. Teachers and ADAS-Approved designation letter/Special Order (approved by SDS)
 AO II – Appointment / Special Order / Assumption to duty
- b. Updated School Inspectorate Team (see attached sample)

3. Please be reminded that no head teacher nor master teacher be designated as school property custodian pursuant to DepED Memorandum No. 328,s. 2009 3.a.

4. The links are open until **February 6, 2023**.

5. Immediate and wide dissemination of this Memorandum is desired.



ENGR. EDGARD C. DOMINGO, PhD, CESO V
 Schools Division Superintendent

osds-supply-2022-01-003



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Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA
NAME OF SCHOOL
District / Cluster
ADDRESS

**UPDATED SCHOOL INSPECTORATE TEAM LIST WITH SPECIMEN
SIGNATURE**

(as per **DEPED ORDER NO. 27 s. 2020**)

Signature Over Printed Name
Team Leader Member
(Position)

Signature Over Printed Name
Regular Member
(Position)

Signature Over Printed Name
Provisional Member
(Representative from PTA or NGOs)
(or any third party monitor to be determined
by the School Head)

Prepared by:

Approved by:

Signature Over Printed Name
Designated School Property Custodian
Date: _____

Signature Over Printed Name
School Head / Principal