



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

January 25, 2024

DIVISION MEMORANDUM  
 NO. **050**, s. 2024

**UPDATING OF ASSET MANAGEMENT DIRECTORY FOR CY2024**

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

1. For calendar year 2024, this Office is requesting all district and school property custodians to update the Asset Management Directory using the following links:

School-based Personnel	LINK
District Property Custodians	<a href="https://bit.ly/DistrictPampangaDirectory2024">https://bit.ly/DistrictPampangaDirectory2024</a>
Elementary School Property Custodians	<a href="https://bit.ly/ElemPampangaDirectory2024">https://bit.ly/ElemPampangaDirectory2024</a>
Secondary School Property Custodians (Junior and Senior)	<a href="https://bit.ly/SecPampangaDirectory2024">https://bit.ly/SecPampangaDirectory2024</a>

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

<https://bit.ly/ASSETforuploading2024>

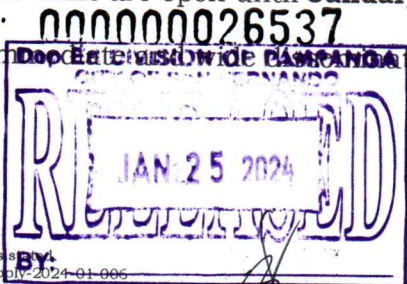
- a. Teachers and ADAS-approved designation (approved by SDS)  
AO II – NO need to upload.
- b. School Inspectorate Team (see attached sample)

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. District property custodians and cluster in charge are requested to monitor the updating.

5. The links are open until **January 31, 2024**.

6. In addition, **no** dissemination of this Memorandum is desired.



**ROMEO M. ALIP, PhD, CESO V**  
 Schools Division Superintendent

Encl.: Asst. Dir. for  
 osds-supply-2024-01-005



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DEPARTMENT OF EDUCATION  
REGION III  
**SCHOOLS DIVISION OFFICE OF PAMPANGA**  
NAME OF SCHOOL  
DISTRICT / CLUSTER  
ADDRESS

**UPDATED SCHOOL INSPECTORATE TEAM LIST WITH SPECIMEN SIGNATURE**  
(reference: **Regional Memorandum No. 051, s. 2024 Revised Implementation Guidelines on the Procurement Management System for DepEd Region III**)

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Signature Over Printed Name  
Team Leader Member  
(2nd ranking permanent officials)

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Signature Over Printed Name  
Regular Member  
(employee or teacher who has knowledge and technical skill relative to the goods/services procured)

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Signature Over Printed Name  
Regular Member  
(representative - school property custodian)

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Signature Over Printed Name  
Regular Member  
(representative - school accountant/bookkeeper)

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Signature Over Printed Name  
Provisional Member  
(representative of the PTA, Barangay Official or other third party monitor)

Prepared by:

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Signature Over Printed Name  
School Property Custodian / AO II

date: \_\_\_\_\_

Approved by:

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Signature Over Printed Name  
School Property Head/Principal