



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

January 21, 2025

DIVISION MEMORANDUM
 NO. 060, s. 2025

UPDATING OF ASSET MANAGEMENT DIRECTORY FOR CY2025

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 2025, 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	https://bit.ly/DistrictPampangaDirectory2025
Elementary School Property Custodians	https://bit.ly/ElemPampangaDirectory2025
Secondary School Property Custodians (Junior and Senior)	https://bit.ly/SecPampangaDirectory2025

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

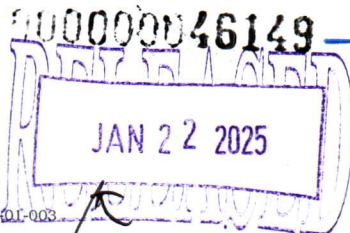
<https://bit.ly/ASSETforuploading2025>

- a. Non-Teaching Items-approved designation (approved by SDS)
 AO II – NO need to upload.
- b. Latest School Inspectorate Team (see attached sample)
<https://bit.ly/TemplateINSPECTORATETEAM>

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

4. The links are open until **January 31, 2025**.

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



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

Encl.: As stated.
 osds-supply-2025-01-003



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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)

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

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

Signature Over Printed Name
Regular Member
(representative of school property
custodian(not designated
custodian))

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

Signature Over Printed Name
Provisional Member
(representative of the End User who have technical skill and expertise relevant to the
goods/services procured)

Prepared by:

Signature Over Printed Name
School Property Custodian / AO II

date: _____

Approved by:

Signature Over Printed Name
School Property Head/Principal