



DIVISION MEMORANDUM

No. 328, s. 2018

To: All School Property Custodian
This Division

From: **JESNAR DEMIS S. TORRES, Ph.D., CESE**
OIC, Schools Division Superintendent

Subject: RESPONSIBILITY IN ACCEPTING BOOKS AND EQUIPMENT

Date: OCTOBER 23, 2018

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1. This is to reiterate that based on the Hand Book on Property Custodian and Supply Management by COA dated June 2011, the following are the responsibilities in accepting books and other equipment:
 - a. Accept delivery of books and other equipment.
 - b. Sign inspection and acceptance reports (sign only the portion for acceptance).
 - c. Do not accept delivery on weekends and holidays.
 2. All School Property Custodian are mandated to observe the guidelines properly.
 3. For your reference and strict observation.

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