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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0521-0182**  
**MEMORANDUM**  
25 May 2021

For: **All Units/Offices Concerned**  
(Department of Education Central Office)

Subject: **DESIGNATION OF OFFICE PROPERTY CUSTODIANS**

In line with COA Circular 2020-006 dated 31 January 2020, the Asset Management Division (AMD) will conduct a **physical inventory taking for equipment and furniture in all offices** within the Department of Education (DepEd) Central Office.

In this regard, all concerned are requested to designate a permanent Office Property Custodian (OPC) to perform the following:

1. assist the AMD Team in inventory taking;
2. monitor the accountabilities of all employees and officers in his/her assigned office; and
3. serve as a focal person for all concerns regarding the preparation of the Annual Procurement Plan – Common Use Supplies and Equipment (APP-CSE), requisition and monitoring of stocks for supplies and equipment, clearances, and repairs and maintenance of equipment.

The designation of a regular/permanent employee in the Department as OPC is highly encouraged. Kindly use the attached designation slip for this purpose.

Please submit the accomplished and signed designation slip to Ms. Maritess L. Ablay, Chief Administrative Officer of the AMD, through email at [maritess.ablay@deped.gov.ph](mailto:maritess.ablay@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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## DESIGNATION OF OFFICE PROPERTY CUSTODIAN

### To the Asset Management Division:

In compliance with the OUA Memorandum dated 25 May 2021, the **(office)** is hereby submitting the name and contact details of its designated Office Property Custodian.

Name	
Position	
Email Address	
Mobile No.	
Facebook Name	

Approved by:

Name and Signature  
**(Head of Office)**  
Position