**DEPARTMENT OF EDUCATION**

Region X

Division of Iligan City

(District)

(School)

**DESIGNATION OF SCHOOL PROPERTY CUSTODIAN**

TO: MR./MS. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

       Teacher \_\_\_\_\_\_\_\_\_\_\_\_

       (School)

        In the exigency of the service you are hereby designated as the **PROPERTY CUSTODIAN**    of   (School) effective immediately in addition to your regular teaching loads.

       You are expected to perform the duties and responsibilities attached to your designation and such   other related function as may be assigned and will doing so until such time that this is revoked.

                                                                    **ADMINISTRATOR**

                                                              (School Head)

Conformed:

                   Property Custodian

                      Teacher\_\_\_\_\_

          Approved:

**RANDOLPH B. TORTOLA, CESO V**

Schools Division Superintendent