



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

December 10, 2025

**OFFICE MEMORANDUM**

AD-AMS-2025 **617**

**NEW COMPOSITION OF DESIGNATE PROPERTY CUSTODIAN OF FUNCTIONAL  
DIVISION AND SECTIONS OF DEPED RO VIII**

To: Regional Office Division Chiefs  
Section/ Units Head  
All Others Concerned

1. In the exigency of the service, the hereunder regular employees of this Regional Office are hereby designated as property custodians of their respective division/section/unit effective immediately as follows:

• ORD	-	Werlyn Colinayo
• ARD	-	Werlyn Colinayo
• Legal	-	Jill Tormis
• PAU	-	Floramay Bacus
• ICT	-	Dolores Cagara
• FD	-	Mary Beth Tolibas
• QAD	-	Fernando Santos
• PPRD	-	Janice Delopere
• CLMD	-	Peter Kim Ti-in
• LRMS	-	Romeo Alvarado
• HRDD	-	Fritz Melchor
• ESSD	-	Arvin Cerda
• HNU	-	Adara Lourdes Luaton
• FTAD	-	Ma Almira Perolino
• ADMIN	-	Christine Labante
• Personnel	-	Milgrace Gaddi
• Records	-	Iris Cordeta
• GSU	-	Linaflor Tajo
• CASH	-	Josephine Tajarros
• AMS	-	Andrey Gay Calipayan
• BAC	-	May Ann Ladrera
• NEAP	-	Marcelito Aranas
• RELC	-	Rashiel Noveda
• COA	-	Stanley Hanley

2. The above designated Property Custodians shall be responsible to record and to conduct inventory of all supplies and materials, furniture/ fixture and equipment distributed/ allotted to them and also coordinate and submit quarterly report on the updates of their inventory to Asset Management Section.



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3. The designated Property Custodians are the one who safekeep and judicious utilization of office supplies and materials, equipment and other properties.
4. They also assist the Regional Inventory Committee in the conduct of regular inventory and subsequent preparation of the inventory of properties and supplies of the Regional Office.
5. This designation does not entail additional compensation/remuneration.
6. Immediate dissemination of and compliance with this Memorandum are desired.

**RONELDO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer in Charge  
Office of the Regional Director

Enclosure: None

Reference: None

To be indicated in the Perpetual Index under the following subjects:

Property	Custodians	DepEd RO VIII
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