



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

August 03, 2026

OFFICE MEMORANDUM

AD-AMS-2026- **371**

**RESTRICTION ON THE TRANSFER OF GOVERNMENT PROPERTIES
BETWEEN OFFICES**

To: Director III
Functional Division Chiefs
Regional Property Custodians
All Others Concerned

1. To ensure the accuracy of property records and maintain proper accountability of government properties, all officials and employees of the Department of Education Regional Office VIII are hereby reminded that the transfer of government properties from one office, division, section, or unit to another shall not be allowed without prior coordination with the Asset Management Section (AMS).
2. This policy shall likewise apply to employees who are transferred, reassigned, or promoted to another office within the Regional Office. Government-issued properties, including office furniture, equipment, and other accountable items, shall remain under the accountability of the office where they were originally issued unless an official property transfer has been processed by the Asset Management Section.
3. Should the concerned employee require the continued use of any government property in his/her new office assignment, he/she shall first inform their Property Custodian. The Property Custodian shall coordinate with the Asset Management Section to facilitate the processing of the property transfer and the corresponding updating of property records before the item is relocated.
4. For Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

AD-AMS-ANC



Address: Government Center, Candahug, Palo, Leyte
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