



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
SFHS Compound, Misamis St., Bago Bantay, Quezon
City



September 14, 2011

MEMORANDUM TO:

**Secondary and Elementary Schools
Supply Officer
Property Custodian**

Please be informed that the Supply Officers Association of the Department of Education, National Capital Region (Dep-Ed – NCR – SOA) will conduct " SEARCH FOR OUTSTANDING PROPERTY CUSTODIAN/SUPPLY OFFICER for the year 2011.

The search aims to:

1. Motivate, recognized and provide incentives to deserving property custodian/supply officer and
2. Enhance productivity in accordance with the organizational goals and mandate, geared toward an economical, efficient and effective procurement distribution, inventory, condemnation and disposal of supplies and properties

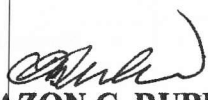
The schedules of the search are as follows:

- September 30 - Submission of entry
- October 3 - November 18 - Visitorial Evaluation of the candidates
- November 25 - Deliberation of winners
- December 01 - Proclamation/Announcement of the winners through NCR
- March 2012 - Awarding of winners will be done during the anniversary of the National Capital Region Supply Officer Association.

Interested participants will submit their entries in the DepEd NCR- Property Section.

Attached herewith are the criteria and mechanics for the search.

Immediate dissemination of this memorandum is required.


CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

• CRITERIA FOR THE SEARCH FOR THE NATIONAL CAPITAL REGION
OUTSTANDING SUPPLY OFFICER/ PROPERTY CUSTODIAN 2011

	Points
A. PUNCTUALITY AND ATTENDANCE	10%
2.1 Schools	
2.2 Professional Meetings	
2.3 Seminars and Trainings	
B. PROFESSIONAL AND PERSONAL RELATION/CHARACTERISTICS	30%
b. 1 Initiative/Resourcefulness	
b. 2 Honesty/Integrity	
b. 3 Dedication/Commitment to duty	
b. 4 Human Relation	
b. 5 Fairness/Justice	
b. 6 Stress Tolerance	
C. MANAGEMENT COMPETENCE	60%
c. 1 School Supplies and Property Management (20%)	
c.1.1 Information System	
c.1.2 Safe Keeping	
c.1.3 Insurance and Utilization	
c. 2 Proper Record Management (15%)	
c.2.1 Systematic	
c.2.2 Accuracy	
c.2.3 Updated	
c.2.4 Monetization	
c. 3 Property/ Storage room Management (15%)	
c.3.1 Accessibility	
c.3.2 Cleanliness	
c.3.3 Orderliness	
c. 4 Preparations and Submission of Report (10%)	
c.4.1 Promptness	
c.4.2 Correctness	
c.4.3 Neatness	
TOTAL:	100%

• Mechanics

- The search is open to Public Elementary and Secondary School Supply Officer/ Property Custodian of the National Capital Region
- Each Division is entitled to only one candidate.
- The candidate must be at least three years in Supply Officer/ Property Custodian with an average of 8 points for the past three performance rating points.
- The following schedules must be complied with:
 - September 30 - Submission of Entry
 - October 3-November 18 -Visitorial evaluation of the candidates
 - November 25 - Deliberation of the witness
 - December 01 - Proclamation/ Announcement of the
 - March 2012 - Awarding of winners will be done during the Anniversary of the National Capital Region Supply Officer Association.
 - Evaluators Judges will come from the DepEd Central and NCR Property Services unit to be chaired by Mr. Tereso DL. Ubungin Jr.
- Prizes
 - Cash, Certificate and Trophy will be awarded to the winner of this contest.
 - All candidates will receive Certificate of Participation.