



PERSONNEL CIRCULAR

Subject : PROPERTY ACCOUNTABILITY - DH CAMPUS

Date : August 01, 2017

The guidelines herewith shall continue to be implemented for quality maintenance of property and for individual accountability of items turned over to the care of a Personnel in relation to his / her work responsibilities this School Year 2017-2018. Guidelines effective upon internet posting

The following rooms have been placed under the care of the Personnel-In-charge.

1. Classroom - Class Adviser
2. Function Room
 - 2.1. First Floor
 - 2.1.1. Hele Boys - HELE Teacher
 - 2.1.2. Hele Girls - HELE Teacher
 - 2.1.3. Play Area - Level Coordinator
 - 2.2. Second Floor
 - 2.2.1. Educational Resource Center - Librarian
 - 2.2.2. Reading Room - Librarian
 - 2.2.3. Science Learning Center - Laboratory Teacher
 - 2.3. Third Floor
 - 2.3.1. Computer Room - Computer Teacher
 - 2.3.2. The Studio - Music Teacher
 - 2.4. Fourth Floor
 - 2.4.1. Art Room - Art Teacher
3. Office
 - 3.1. First Floor
 - 3.1.1. Administration Office - Officer
 - 3.1.2. Bookstore - Bookstore Personnel
 - 3.1.3. Conference Room - Property Personnel
 - 3.1.4. Elementary Office - Secretary
 - 3.1.5. Executive Directress Office - Secretary
 - 3.1.6. Guard Areas - Security OIC
 - 3.1.7. ICT Room - ICT Personnel
 - 3.1.8. Makabayan Faculty - Most Tenured Coordinator
 - 3.1.9. Property Office - Property Personnel
 - 3.1.10. Zion's Café - Property Personnel

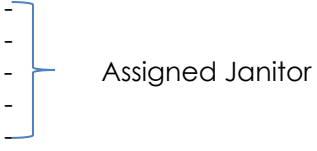
3.2. Fourth Floor

- 3.2.1. Christian Formation Department Office - Most Tenured Coordinator
- 3.2.2. Christian Formation Center - Guidance Coordinator
- 3.2.3. Language Faculty - Most Tenured Coordinator
- 3.2.4. Math & Science - Most Tenured Coordinator

4. Service Center

- 4.1. Canteen - Assigned Janitor
- 4.2. Clinic - Campus Nurse
- 4.3. Kitchen - Assigned Janitor

5. Common Area

- 5.1. Waiting Area
 - 5.2. Garden Area
 - 5.3. Comfort Room / Janitorial Closet
 - 5.4. Corridor
 - 5.5. Stairway
- 

5.6. Roof and Gutter

- 5.6.1. D.H Gutter
 - 5.6.2. 4th St. Gutter
 - 5.6.3. Gilmore Gutter
- 

- 5.7. Quadrangle
 - 5.8. Fire Escape
 - 5.9. Perimeter St. & Sidewalks
 - 5.10. 1st Floor Roof
 - 5.11. 4th Floor Roof
- 

6. Storage Room

- 6.1. Administration Storage Room - Secretary
- 6.2. CFD Storage - Community Care Coordinator
- 6.3. Elementary Storage Room - Secretary
- 6.4. Finance Storage Room - Bookstore Personnel
- 6.5. Property Storage - Property Personnel
- 6.6. P.E Storage - P.E. Teacher
- 6.7. Varsity Storage - Varsity Coordinator
- 6.8. Ramp Storage - Assigned Maintenance
- 6.9. Garbage Storage - Assigned Janitor
- 6.10. Pump Room - Assigned Maintenance

7. Utility Rooms

- 7.1. Electrical Room - Assigned Maintenance
- 7.2. Pump Room - Assigned Maintenance

8. Responsibilities of Personnel-In-Charge

- 8.1. Report immediately defective or damaged fixtures (e.g., light, fan, aircondition unit, equipment, furnishing) by completing the Damage Report Form. File a second time if no action is done after 14 calendar days.
- 8.2. Remind the last person to leave the room to turn off all fixtures and equipment and lock all windows / doors before leaving the room.
- 8.3. Remind all occupants of the room to safekeep personal belongings.
- 8.4. Remind Personnel to implement following guidelines:
 - 8.4.1. For Cleanliness
 - 8.4.1.1. Eat only during designated 15-minute morning and afternoon breacktime and lunch hour. Refrain form snacking throughout the official working time.
 - 8.4.1.2. Throw food wastes into the corridor trash cans. Do not leave them in Faculty Room / Office waste can overnight.
 - 8.4.1.3. Do not leave finished or unfinished food in the rooms.
 - 8.4.1.4. Do not store catsup, soy sauce, sugar and other condiments / seasoning inside drawers and cabinets.
 - 8.4.2. For Orderliness
 - 8.4.2.1. Every Personnel is to keep his own space neat and uncluttered.
 - 8.4.2.2. Do not add unauthorized extension tables for storage space.
 - 8.4.2.3. Do not bring in personal furniture or container to take up more room space.
 - 8.4.2.4. Return non-immediate files to shelves and filing cabinets to enlarge working space.
 - 8.4.2.5. File papers / documents immediately in their proper folders to lessen unnecessary papers on the table.
 - 8.4.3. For Professionalism
 - 8.4.3.1. Do not display or leave food / toiletries / utensils on table / carrel / counter / cabinet tops before or after use. Drinking containers for individual personal use are acceptable.
 - 8.4.3.2. Do not line table tops with wrapping paper or attach posters, stickers, photos on tables / carrels since these are school property and not personal ones.
 - 8.4.3.3. Store slippers / extra shoes in the carrel cabinet.
 - 8.4.3.4. Do not nail / tape on the wall, windows, and doors additional cork bulletin boards, clocks, posters, calendars, and other items unauthorized by the Property Manager.
 - 8.4.3.5. Do not hang personal curtains / shades / blinds or post anything on window/viewing panels.
 - 8.4.3.6. Should there be a need to access audio-visual materials, do so without disturbing others in the room or access them in the Educational Resource Center.
 - 8.4.3.7. Personnel who are not given cellular phone allowance for official business should not charge cellular phone in school premises.

8.4.4. For Safety - Charge devices on the designated station only. Do not use electrical extension cord for safety reasons.

8.4.5. For Security - Safekeep your valuables and lock your tables when there are School wide activities. (e.g., TGIF, General Assembly)

9. Failure of Personnel-in-charge to exercise good care of assigned property is a basis for disciplinary measure.