



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
- } Assigned Janitor

5.6. Roof and Gutter

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

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

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 from 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.