



PERSONNEL CIRCULAR

Subject : PROPERTY ACCOUNTABILITY - ER CAMPUS

Date : August 01, 2018

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 Personnel in relation to his / her work responsibilities SY 2018-2019. Guidelines effective upon its intranet posting.

The following rooms have been placed under the care of the designated Personnel.

1. Classrooms - Class Advisers
2. Function Room
 - 2.1. First Floor
 - 2.1.1. Christian Formation Center - Guidance Coordinator
 - 2.1.2. JEC Student Center - JEC Personnel
 - 2.1.2. Preschool ERC - Librarian
 - 2.1.3. Preschool Playground - Level Coordinator
 - 2.2. Second Floor
 - 2.2.1. JE Chapel - Chapel Teacher
 - 2.2.2. High School ERC - Librarian
 - 2.2.3. Multi-Media Center - Librarian
 - 2.3. Third Floor
 - 2.3.1. Computer Laboratory - Computer Teacher
 - 2.3.2. Music Room - Music Teacher
 - 2.3.3. Robotics Laboratory - Makabayan Coordinator
 - 2.4. Fourth Floor
 - 2.4.1. Badminton Court - }
 - 2.4.2. Community Hall - } P.E. Teacher
 - 2.4.3. Home Economics Center - H.E. Teacher
 - 2.4.4. Open Court - P.E. Teacher
 - 2.4.5. Technology Shop - Technology Shop Teacher
 - 2.5. Fifth Floor
 - 2.5.1. Biology Laboratory - }
 - 2.5.2. Chemistry Laboratory - } Laboratory Teacher
 - 2.5.3. Physics Laboratory - }

3. Offices

3.1. Ground Floor

| | | |
|-------------------------|---|---------------------|
| 3.1.1. Preschool Office | - | Secretary |
| 3.1.2. Book Store | - | Bookstore Personnel |
| 3.1.3. Finance Office | - | Assigned OIC |
| 3.1.4. Guard Area | - | Security OIC |

3.2. First Floor

| | | |
|--|---|--------------------------|
| 3.2.1. Christian Formation Department Office | - | Most Tenured Coordinator |
| 3.2.2. JCAPA Office | - | JCAPA President |
| 3.2.3. Math & Science Faculty | - | Most Tenured Coordinator |
| 3.2.4. Preschool Faculty | - | Most Tenured Coordinator |
| 3.2.5. Property Office | - | Property Personnel |

3.3. Second Floor

| | | |
|----------------------------------|---|--------------------------|
| 3.3.1. Administration Office | - | } Officer |
| 3.3.2. Board Room | - | |
| 3.3.3. Executive Directress | - | Secretary |
| 3.3.4. ICT Room | - | Officer |
| 3.3.5. Junior High School Office | - | Secretary |
| 3.3.6. Senior High School Office | - | Most Tenured Coordinator |

3.4. Third Floor

| | | |
|------------------------|---|--------------------------|
| 3.4.1. Conference Room | - | Property Personnel |
| 3.4.2. Language | - | Most Tenured Coordinator |
| 3.4.3. Makabayan | - | Most Tenured Coordinator |
| 3.4.4. JCAAA | - | Officer |

4. Service Center

| | | |
|--------------|---|------------------|
| 4.1. Canteen | - | Assigned Janitor |
| 4.2. Clinic | - | School Nurse |
| 4.3. Kitchen | - | Assigned Janitor |

5. Common Area

| | | |
|---|---|--------------------|
| 5.1. Comfort Rooms / Janitor Closet | - | Assigned Janitor |
| 5.2. Corridor | - | Assigned Janitor |
| 5.3. Elevator | - | School Electrician |
| 5.4. E. Rodriguez & F. Manalo Waiting Area / Driveway | - | Assigned Janitor |
| 5.5. Flag Pole Area | - | Assigned Janitor |
| 5.6. Garden Areas | - | School Gardner |
| 5.7. Ledge | - | Assigned Janitor |
| 5.8. Roof and Gutter | - | School Plumber |
| 5.9. Stairway | - | Assigned Janitor |
| 5.10. Zion's Cafe | - | Property Personnel |

6. Storage Rooms

6.1. Ground Floor

| | | |
|--------------------------|---|----------------------|
| 6.1.1. Disposal Storage | - | Assigned Maintenance |
| 6.1.2. Finance Storage | - | Bookstore Personnel |
| 6.1.3. Preschool Storage | - | Secretary |
| 6.1.4. Property Storage | - | Assigned Personnel |
| 6.1.5. Registrar Storage | - | Assigned Personnel |

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|----------------------------------|---|------------------|
| 6.2. Second Floor – Garbage Area | - | Assigned Janitor |
|----------------------------------|---|------------------|

6.3. Fourth Floor

| | | |
|--------------------------------|---|----------------------|
| 6.3.1. Chair Storage | - | Assigned Maintenance |
| 6.3.2. Extra Furniture Storage | - | Assigned Maintenance |
| 6.3.3. PE Storage | - | P.E. Teacher |
| 6.3.4. Scaffolding Storage | - | Assigned Maintenance |
| 6.3.5. Sound System Storage | - | Assigned Maintenance |
| 6.3.6. Varsity Storage | - | Varsity Coordinator |

7. Utility Area

| | | |
|--------------------------|---|--------------------|
| 7.1. Electrical Room | } | School Electrician |
| 7.2. Meralco Transformer | | |
| 7.3. PABX Room | - | School Gardener |
| 7.4. Pump Room | - | School Plumber |

8. Responsibilities of Personnel In-Charge

- 8.1. Report immediately defective or damaged fixtures (e.g., light, fan, aircondition unit, equipment, and 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 safe keep personal belongings.
- 8.4. Remind Personnel to implement the following guidelines:

8.4.1. For Cleanliness

- 8.4.1.1. Eat only during designated 15-minute morning and afternoon break time and lunch hour. Refrain from snacking throughout your official working time.
- 8.4.1.2. Throw left-over food into the corridor trash cans. Do not leave them in Faculty Room /Office waste cans 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.
- 8.4.1.5. Monitor if waste management program is being followed.

8.4.2. For Orderliness

- 8.4.2.1. Every Personnel is to keep his/her 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 container for individual personal use is 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, calendar 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 Research Center.
- 8.4.3.7. Personnel who are not given cellular phone allowance for official business should not charge cellular phones 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)

Failure of Personnel-in-charge to exercise good care of assigned property is a basic for discipline measure.