



Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF BALANGA
BATAAN NATIONAL HIGH SCHOOL – SENIOR HIGH SCHOOL
City of Balanga, Bataan

SCHOOL MEMORANDUM

No. _____ s. 2020

TO : Teaching and Non-Teaching Staff

FROM : 
ROLAND M. FRONDA, EdD., CESE
Assistant Schools Division Superintendent
Officer-In-Charge, BNHS-SHS

SUBJECT : Policy on Borrowing of School Properties

DATE : October 27, 2020

This is to inform all on the guidelines on borrowing of the school properties. This is to ensure that the school assets, which are government properties, are properly cared for and safeguarded.

The following procedures are as follow:

1. Write a letter of request addressed and submitted to Dr. Roland M. Fronda. This is noted by the respective subject group head and properly endorsed by Ma'am Adelaida Q. Valenzuela who is the recommending approval authority and the assistant principal for operations. The requisition letter should be submitted in advance at least three (3) working days prior to usage and is subject for evaluation and approval of the OIC-Principal.
2. Upon the approval of the OIC-Principal, the requesting party shall secure and accomplish two (2) copies of the requisition form from the school property custodian as to the validation of material/s availability and preparation. The school property custodian shall then attach the approved letter of request to the requisition form.
3. Should the requesting party move the school properties out of the school premises, ascertain the accountability of such through proper communication to the guard-on-duty for recording and reporting purposes specified in his borrowed items log book.
4. Upon return of materials, coordinate with the school property custodian for proper turn-over of borrowed school supplies.
5. Attached herewith is the template of Requisition on Borrowing of School Property

Please be guided accordingly.



Address: Roman Super Hi-Way, City of Balanga, Bataan

Telephone: (047) 613- 6603

Email Address: bnhs.shsbalangacity@gmail.com



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BORROWING OF SCHOOL PROPERTY REQUISITION FORM

Requesting Party's Data:

Name: _____

Date Requested: _____

Contact No.: _____

Date of Actual Usage: _____

Subject Group Head: _____

Quantity	Item	Description

Received by: _____

Date: _____

Released by: _____

Date: _____

RETURN FORM

Date of Return: _____

Returned by: _____

Received by: _____

Remarks: _____



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