



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Advisory No. **118**, s. 2024
May 30, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for information of DepEd officials,
personnel/staff, as well as the concerned public.
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**MAINTENANCE AND SAFEKEEPING OF LGU-OWNED FACILITIES AND
INFRASTRUCTURE ASSETS**

In consonance with the provision of the law under Section 460 (Qualifications, Powers and Duties) Article XX (The General Services Officer) of the Local Government Code, the GSO is mandated to be at all forefront of the maintenance and safekeeping of LGU-owned facilities and infrastructure assets. In this regard, concerned personnel has the provision of access to said facilities and assets for periodic cleaning and/or maintenance.

Attached is the memorandum from the City government of Tayabas for your reference.

Widest dissemination of this advisory is desired.



Republic of the Philippines
CITY OF TAYABAS
Province of Quezon

OFFICE OF THE LOCAL CHIEF EXECUTIVE

MEMORANDUM

May 23, 2024

TO: ALL DEPARTMENT/SECTION HEADS OF THE CITY GOVERNMENT

RE: Maintenance and Safekeeping of LGU-Owned Facilities and Infrastructure Assets

In consonance with the provision of the law under Section 460 (*Qualifications, Powers and Duties*) **Article XX (The General Services Officer)** of the Local Government Code, the GSO is mandated to be at the forefront of the maintenance and safekeeping of LGU-owned facilities and infrastructure assets. In this regard, the undersigned directs your provision of access to said facilities and assets for periodic cleaning and/or maintenance.

Relatedly, use thereof for any purpose, other than which they were initially intended, shall require coordination with the City General Services Officer and clearance from the City Administrator, effective immediately.

Be guided accordingly.


MARIA LOURDES REYNOSO-PONTIOSO
City Mayor

Schools Division of Tayabas City
RECORDS SECTION

RECEIVED

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