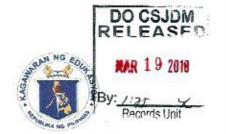


Republic of the Philippines DEPARTMENT OF EDUCATION REGION III DIVISION OF CITY SCHOOLS



City of San Jose del Monte

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March 12, 2018

Division Memorandum No. 42, s. 2018

To: Public School District Supervisors

Elementary/Secondary School Heads/OIC

1st Quarter Conference on Updates, Guidelines, Policies and Reconciliation of Inventory Reports of School Property Custodians.

- The City Division of San Jose Del Monte is pleased to announce the 1st Quarter Conference on Updates, Guidelines, Policies and Reconciliation of Inventory Reports of School Property Custodian 1:00-5:00 PM on March 21, 2018 at the Division Library Hub.
- 2. The objectives of this conference are:
 - a. Re-Orientation on Guidelines and Policies on Asset Management;
 - b. Condemnation of PPP Armchairs (Plastic & Steel) and all wood tablet armchairs;
 - c. Updates on lost Books 2017-2018;
 - d. Compliance in the submission of reports on properties;
 - e. Reconciliation of School Inventory Reports
- 3. Participants to this activity are the School Property Custodian.
- 4. Attendance of all concerned is enjoined.

GERMELINA H. PASCUAL, CESO V Schools Division Superintendent