



July 11, 2018

DIVISION MEMORANDUM
No. 104, s. 2018

To: Public Schools District Supervisors
Elementary/Secondary School Heads/OIC

**2nd Quarter Conference on Updates, Guidelines, Policies and
Reconciliation of Inventory Reports of School Property Custodians.**

1. The City Schools Division of San Jose Del Monte is pleased to announce the 2nd Quarter Conference on Updates, Guidelines, Policies and Reconciliation of Inventory Reports of School Property Custodian at 1:00-5:00 PM on July 27, 2018 at the Division Library Hub.

2. The objectives of this conference are:

- a. Orientation on Guidelines and Policies on Asset Management to newly designated property custodian;
- b. Updates on Condemnation of PPP Armchairs (Plastic & Steel) and all wood tablet armchairs;
- c. Updates on Delivery of books and condemnation;
- d. Compliance in the submission of reports on properties;

3. Participants to this activity are the School Property Custodians.

4. Expenses incurred in the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules.

5. Attendance of all concerned is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent