



September 24, 2018

**DIVISION MEMORANDUM**

No. 148, s. 2018

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

**3rd 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 3rd Quarter Conference on Updates, Guidelines, Policies and Reconciliation of Inventory Reports of School Property Custodian at 2:00-5:00 PM on October 05, 2018 at the Division Library Hub.

2. The objectives of this conference are:

- a. Re -Orientation on Guidelines and Policies on Asset Management;
- b. Updates on Condemnation of PPP Armchairs (Plastic & Steel) and all wood tablet armchairs;
- c. 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