



September 28, 2018

DIVISION MEMORANDUM
No. 159, s. 2018

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

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 148,S.2018
3rd Quarter Conference on Updates, Guidelines, Policies and
Reconciliation of Inventory Reports of School Property Custodians.**

1. The 3rd Quarter Conference on Updates, Guidelines, Policies and Reconciliation of Inventory Reports of School Property Custodian, originally scheduled on October 05, will be held on October 19, 2018, 2:00-5:00 PM 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.