



Republic of the Philippines DEPARTMENT OF EDUCATION Region III – Central Luzon

SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY

San Ignacio St., Poblacion, City of San Jose del Monte 3023



September 28, 2018

DIVISION MEMORANDUM No. 159, s. 2018

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

> CORRIGENDUM TO DIVISION MEMORANDUM NO. 148,5.2018 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
 - 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.

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