



January 03, 2019

DIVISION MEMORANDUM
No. 004, s. 2019

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

**CY 2018-4th Quarter Conference on Updates, Guidelines, Policies and
Reconciliation of Inventory Reports of School Property Custodians.**

1. This Office is pleased to announce the 4th Quarter Conference on Updates, Guidelines, Policies and Reconciliation of Inventory Reports of School Property Custodians, on January 11, 2019 at the Division Library Hub, 2:00 to 5:00PM.
2. The objectives of this conference are to:
 - a. Discuss the Guidelines and Policies on Asset Management;
 - b. Explain Updates on Condemnation of PPP Armchairs (Plastic & Steel) and all wood tablet armchairs;
 - c. Comply with 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. Immediate and wide dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent