



September 20, 2016

**DO CSJDM  
RELEASE**

SEP 21 2016

By: *JM*  
Records Unit *845*

**DIVISION LETTER**

No. 66 s. 2016

**To: Public School District Supervisors  
Elementary/Secondary School Heads/OICs**

Please be informed that the 3<sup>rd</sup> quarterly meeting of all Public Elementary and Secondary School Property Custodians (except Fiscally Autonomous Schools) will be held on September 28, 2016, 3:00 p.m at Division Library Hub.

Agenda of the said meeting includes the following:

1. Payment of Lost Books
2. Condemnation of Books and Damaged/Unserviceable School Furniture
3. Reports to be submitted
4. Asset Management Issues
5. Other related concerns

No proxy allowed. Attendance is a must.

*GHPascal*  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

*Kd*



*"Collaborating with our Leaders, Caring for our Learners"*

