



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
REGION III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



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March 12, 2018

Division Memorandum  
No. 42, s. 2018

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

**1<sup>st</sup> Quarter Conference on Updates, Guidelines, Policies and Reconciliation of Inventory Reports of School Property Custodians.**

1. The City Division of San Jose Del Monte is pleased to announce the 1<sup>st</sup> Quarter Conference on Updates, Guidelines, Policies and Reconciliation of Inventory Reports of School Property Custodian 1:00-5:00 PM on March 21, 2018 at the Division Library Hub.
2. The objectives of this conference are:
  - a. Re-Orientation on Guidelines and Policies on Asset Management;
  - b. Condemnation of PPP Armchairs (Plastic & Steel) and all wood tablet armchairs;
  - c. Updates on lost Books 2017-2018;
  - d. Compliance in the submission of reports on properties;
  - e. Reconciliation of School Inventory Reports
3. Participants to this activity are the School Property Custodian.
4. Attendance of all concerned is enjoined.

  
GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent