



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



website: [www.depedcsjdm.webs.com](http://www.depedcsjdm.webs.com) / e-mail: [deped\\_csjdm@yahoo.com](mailto:deped_csjdm@yahoo.com) / telefax: (044) 815-28150

March 16, 2017

**DIVISION MEMORANDUM**

NO. 44, s. 2017

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



**1<sup>st</sup> Quarter Conference on Updates, Guidelines and Policies & Reconciliation of 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 and Policies & Reconciliation of Reports of School Property Custodian on March 24, 2017 at Division Library Hub, 1:00PM-5:00PM.
2. The objectives of this conference are:
  - a. Re-Orient and Update the School Property Custodians on Guidelines and Policies on School Property and Supply Management;
  - b. Ensure economy, efficiency and effectiveness in managing and utilizing all government resources;
  - c. Ensure compliance in the submission of reports on properties,
  - d. Reconcile School Inventory Reports.
3. Participants to this activity are the School Property Custodians.
4. Immediate and wide dissemination of this Memorandum is desired.

  
GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent



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

