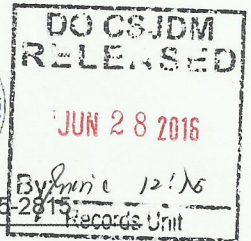


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte

website: [www.depedcsjdm.webs.com](http://www.depedcsjdm.webs.com) / e-mail: [deped\\_csjdm@yahoo.com](mailto:deped_csjdm@yahoo.com) / telefax: (044) 815-2815



June 28, 2016

**DIVISION LETTER**

No. 41 s. 2016

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

Please be informed that the 2<sup>nd</sup> quarterly meeting of all Public Elementary and Secondary School Property Custodians will be held on July 1, 2016, 3:00 p.m at San Jose del Monte Central School Conference Hall.

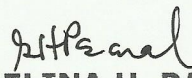
Agenda of the said meeting includes the following:

1. Payment of Lost Books
2. Condemnation
3. Reports to be submitted
4. Reconciliation of Inventory Reports

Please bring the following documents:

- School Designation
- Daily Time Record for the time served during inventory preparation
- Report on lost books
- Report on Condemnation
- Accomplishment Report

No proxy allowed. Attendance is a must.

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



*“Collaborating with our Leaders, Caring for our Learners”*

