

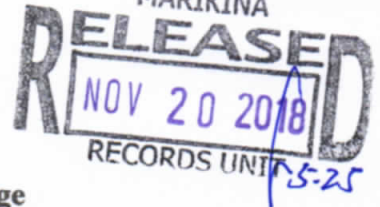


REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046(SGOD)  
<https://depedmarikina.ph/> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



November 19, 2018  
DIVISION OF CITY SCHOOLS  
MARIKINA



**MEMORANDUM TO:**

**Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Heads/Officers-in-Charge  
School Property Custodian (Elementary and Secondary)  
Public Schools Only**

Please be informed that there will be an Emergency Meeting of all **School Property Custodians** on **November 22, 2018, Thursday** from **1:30pm – 4:00 pm** at the Seminar Hall-Gabaldon Building, (inside Marikina Elem School), for information and guidance of all concerned.

**Agenda:**

1. Preparation for the Year End Inventory
2. Report on the Unserviceable PPE.
3. Other Matters

School heads are enjoined to arrange the class schedule of the concerned teachers/custodian to avoid disruption of classes. Attendance is a must. **“NO PROXY”**.

Immediate and wide dissemination of this Memorandum is desired.

  
**JOEL T. TORRECAMPO**

OIC-Office of the Schools Division Superintendent