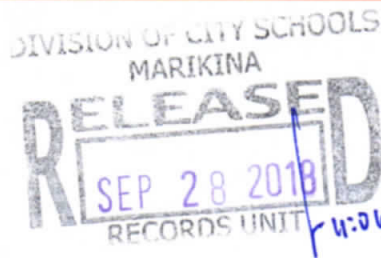




REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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)



September 27, 2018

**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 the 3<sup>rd</sup> Quarterly Meeting of all **School Property Custodians** is on **October 19, 2018, Friday** from **8:30am – 12:00 noon for Elementary and 1:30 pm to 5:00 pm for Secondary**, at the **Supply Unit**, Schools Division Office, for information and guidance of all concerned.

**Agenda:**

1. Preparation for the Year End Inventory (Please bring your School's Property Card and Stock Card for proper labelling)
2. Monthly Submission of Reports (ICS/RSMI).
3. Other Matters

School heads are enjoined to arrange the class schedule of the concerned teachers/custodian to avoid disruption of classes.

Immediate and wide dissemination of this Memorandum is desired.

FOR:

**SHERYLL T. GAYOLA**

OIC-Office of the Schools Division Superintendent

BY:

  
**CESAR AUGUSTOS E. CEBUJANO**

Division Legal Officer

OIC-Office of the Schools Division Superintendent