



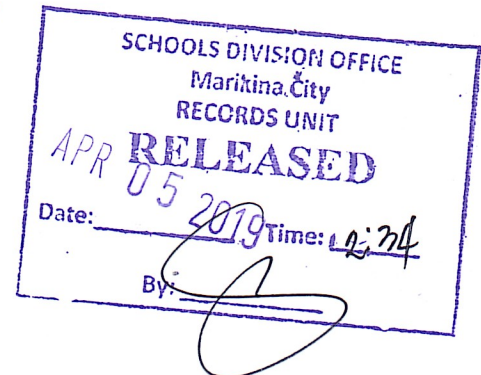
REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
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April 3, 2019

**MEMORANDUM TO:**

**Elementary/Secondary School Principals  
Officers-in-Charge  
School Property Custodians  
Public Schools Only**



**1<sup>st</sup> QUARTERLY MEETING OF SCHOOL PROPERTY CUSTODIANS**


This office calls for a **meeting on April 10, 2019, Wednesday, 9:00 am** at the **Division Office AVR**, to discuss the following agenda:

- a. Schedule of Textbook Inventory
- b. Hauling of Unserviceable properties
- c. Submission of existing ICT and School Furniture Report to Central Office
- d. Other matters

Attendees to this meeting are all **School Property Custodian**.

Attendance is a **MUST**.

Immediate and wide dissemination of this Memorandum is desired.

  
**JOEL T. TORRECAMPO**  
Officer-In-Charge

Office of the Schools Division Superintendent