



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

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DIVISION OF CITY SCHOOLS
MARIKINA

RELEASED
JUL 27 2018
RECORDS UNIT

July 16, 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 there will be a **MEETING** of all **School Custodians** on **August 14, 2018, Tuesday from 8:30am – 12:00 noon**, at AVR Schools Division Office, for information and guidance of all concerned.

Agenda:

1. Preparation of APP CSE for 2019.
2. Submission of the Revised Annual Procurement Plan.
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:


ELISA O. CERVEZA
Chief, CID
OIC-Office of the Schools Division Superintendent