



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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September 12, 2019

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads/Officers-in-Charge
School Property Custodian (Elementary and Secondary)
Public Schools Only

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RELEASED

Date: SEP 16 2019 Time: 11:25
By: _____

COORDINATION MEETING OF ALL SCHOOL PROPERTY CUSTODIANS

Please be informed that there will be a **Coordination Meeting** of all **School Property Custodians** on **September 17, 2018, Tuesday** from **8:30 am – 11:00 noon** for **Elementary** and **1:30 pm to 4:00 pm** for **Secondary**, at **Supply Unit**, Schools Division Office, for information and guidance of all concerned.

Agenda:

1. Submission of Annual Procurement Plan FY 2019
2. Preparation of Annual Procurement Plan FY 2020
3. Submission of Inventory and Inspection Report of Unserviceable Property (IIRUP) for 2019
4. 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

Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent