

City Schools Division Office of Antipolo

MEMORANDUM

TO : OIC- Assistant Schools Division Superintendent  
OIC-Chief Curriculum Implementation Division  
OIC-Chief Schools Governance and Operations Division  
Public Schools District Supervisor  
All Elementary and Secondary School Heads  
School Property Custodian  
All other Concerned

FROM :   
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT : **School Property Custodian Meeting**

DATE : April 19, 2018

In preparation for the upcoming Division Physical Checking & Inventory of School Properties, there will be a School Property Custodian Meeting on April 25, 2018, 9:30 AM to 12:00 NN, at Juan Sumulong Elementary School, Brgy. San Roque, Antipolo City;

Agenda:

1. Guidelines on Physical Checking & Inventory
2. Asset Management Template
3. Report on Unserviceable Property
4. Other matters

Immediate dissemination and compliance of this Division Memorandum is desired.

M- 179 s, 2018  
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*"Edukasyong Tapat at Sapat: Dapat Para sa Lahat"*