



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



August 2, 2019

DIVISION MEMORANDUM
No. 249, s. 2019

SUBMISSION OF LIST OF SCHOOL PROPERTY CUSTODIANS

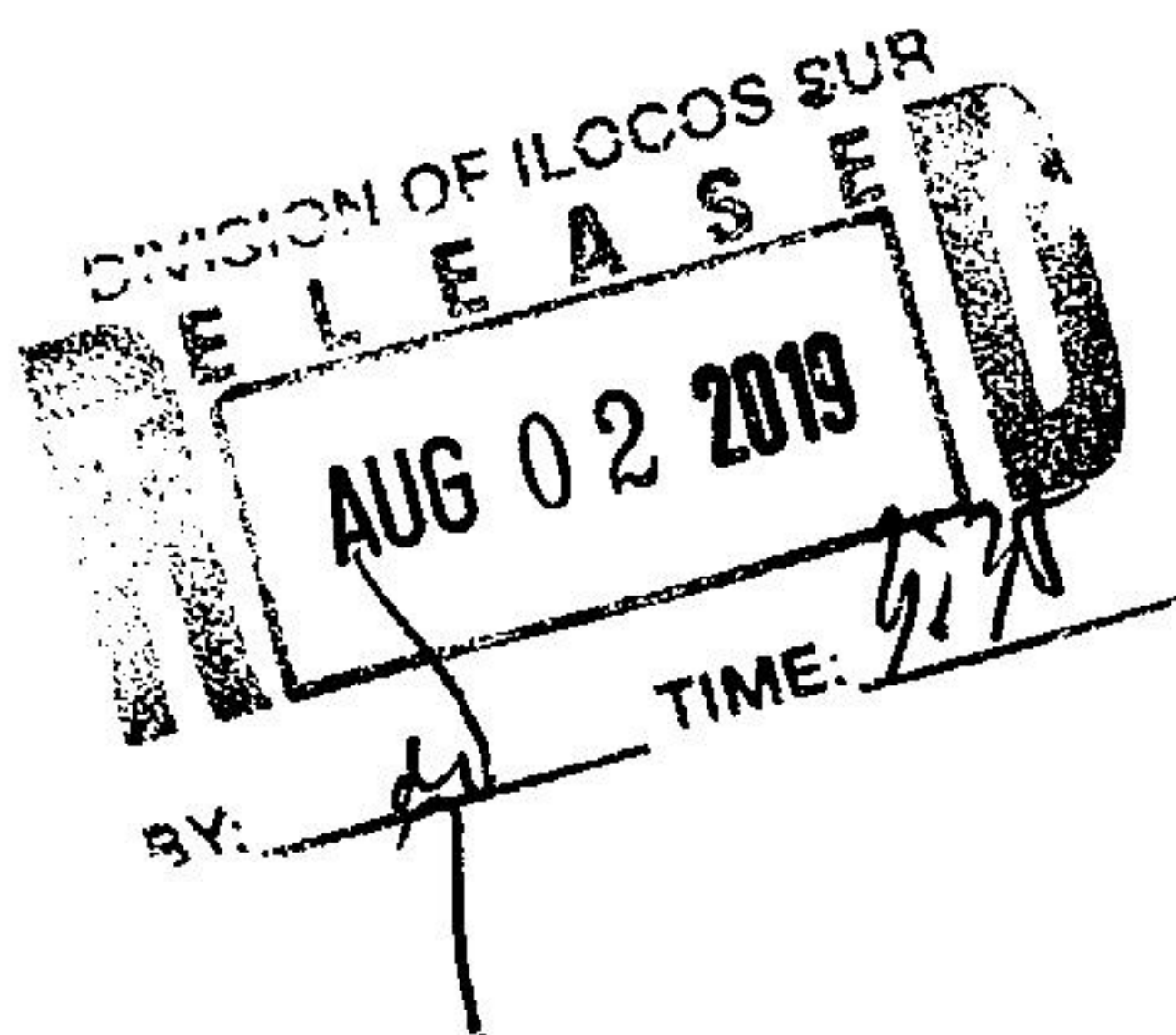
To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads
All Others Concerned

1. Pursuant to Memorandum dated August 1, 2019, re: Submission of List of School Property Custodians, the School Division Office urgently needs report on the Complete List of School Property Custodians (teaching and non-teaching).
2. Elementary schools shall only submit hard copy of consolidated report by District while secondary schools, submit the hard copy of report (consolidated report for both JHS and SHS) individually.
3. Please fill-in your data to the link: <http://bit.ly/schoolproperty>.
4. Submission of report shall be strictly on or before August 7, 2019 (Wednesday).
5. Immediate dissemination and strict compliance with this memorandum are desired.


GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent

To be included in the perpetual index
under the subjects:

School Property Custodians






Republic of the Philippines
Department of Education

Asset Management Division

01 August 2019

MEMORANDUM

FOR : REGIONAL SUPPLY OFFICERS
DIVISION SUPPLY OFFICERS

FROM : 
MARITESS L. ABLAY
Chief, Asset Management Division

SUBJECT : Request for Submission of List of School Property
Custodians

The Asset Management Division will hold a Capacity Building Seminar for Non-Teaching Supply Officers and School Property Custodians. In preparation for the upcoming activity, we would like to request for submission of the complete List of School Property Custodians (teaching and non-teaching).

Attached herewith is the template to be filled-up and submitted to michelle.maico@deped.gov.ph. For queries you may contact Ms. Michelle Ann Maico at (02) 635-0551.

Thank you for your usual support in all our undertakings.