



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**

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**DIVISION MEMORANDUM**

No. 0008 s, 2018

**To: PUBLIC ELEMENTARY SCHOOL PROPERTY  
CUSTODIANS  
PUBLIC SECONDARY SCHOOL PROPERTY  
CUSTODIANS**

**From: AGUSTINES E. CEPE, PhD, CESO VI**   
Schools Division Superintendent

**Subject: MEETING OF SCHOOL PROPERTY CUSTODIANS**

**Date: JANUARY 10, 2018**

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All school property custodians are hereby directed to attend the meeting of property custodians on January 26, 2018 3:00 PM at the Division Supply Unit. Please bring the following:

1. Laptop
2. Soft copy of inventory templates

For information, guidance, and compliance.