



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



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**DIVISION MEMORANDUM**

No. 017, s. 2019

To: Property Custodian, Public Elementary and Secondary Schools

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
OIC-Schools Division Superintendent 

Subject: Meeting of School Property Custodians

Date: January 15, 2019

1. In line with the preparation of Annual Physical Inventory for SY 2018-2019, all school property custodians are hereby directed to attend the scheduled meeting on **January 25, 2019, 3:30 P.M.** at the Division Supply Unit.
2. The objectives of this activity are the following:
  - a. to prepare the Annual Physical Inventory Report per school;
  - b. to ensure accurate school inventory report; and
  - c. to finalize schedule of physical inventory per school.
3. For information and strict compliance.