



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



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**DIVISION MEMORANDUM**

No. 089, s. 2019

TO: Public Elementary and Secondary School Property Custodian

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

SUBJECT: Preparation of School Materials and Equipment for SY 2019-2020

DATE: May 2, 2019

1. In preparation of the forthcoming School Year 2019-2020, all School Property Custodians are hereby directed to do the following:
  - a) Condemn waste materials in school;
  - b) Pick-up books and other materials from the Supply Section; and
  - c) Prepare materials and equipment for SY 2019-2020.
2. Further, all School Property Custodians are hereby directed report to the school to perform the above-mentioned activities within May 15-31, 2019. Documentations (Pictures and Accomplishment Report) shall be submitted to Mr. Allan T. Saculigan, Supply Officer, as part of the requirements in granting of service credits.
3. A maximum of five (5) days service credits will be granted, provided, that the proof of attendance and endorsement from the School Head shall be submitted to the Supply Officer, for consolidation and verification.
4. For strict compliance.