



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

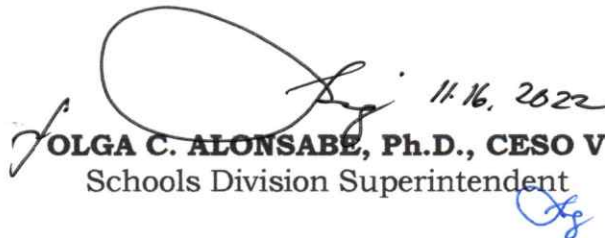
15 November 2022

DIVISION MEMORANDUM
NO. 520, s. 2022

DESIGNATION OF ASSISTANT SCHOOL PROPERTY CUSTODIANS

To: **All Public Elementary and Secondary Schools**
This Division

1. The schools of the Division of El Salvador City are hereby directed to designate an Assistant School Property Custodian to assist the Administrative Officer II in the issuance, maintenance, and safekeeping of supplies, materials, equipment, other properties, and facilities of the school.
2. School Heads of elementary and secondary schools are advised to submit two (2) copies of designation order for the designation of the Assistant School Property Custodian to the Property and Supply Unit of this division on or before November 21, 2022.
3. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and guidelines. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate and wide dissemination of this Memorandum is enjoined.


11.16.2022
LOLGA C. ALONSABE, Ph.D., CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subject:
EMPLOYEES POLICY

