



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

17 May 2023

DIVISION MEMORANDUM
NO. 226, s. 2023

**MEETING OF ADMINISTRATIVE OFFICER II/SCHOOL PROPERTY
CUSTODIANS**

To: **All Administrative Officer II/School Property Custodians
Supply Office Personnel**
This Division

1. The Department of Education Division of El Salvador City, through the Division Property and Supply Unit, will conduct a meeting of all Administrative Officer II/School Property Custodians on May 19, 2023, 2:00 pm, at the Emerald Building, El Salvador City Division Office.
2. This activity aims to introduce new google sheet form for the inventory of supplies, discuss various issues and concerns, give updates and other important matters.
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.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subject:
MEETING

