

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

Office of the Schools Division Superintendent


November 5, 2024

DIVISION MEMORANDUM  
No. 495, s. 2024

**MEETING OF ADMINISTRATIVE OFFICER II/PROJECT DEVELOPMENT  
OFFICER I (SCHOOL PROPERTY CUSTODIANS)**

To: **School Based Administrative Officer II**  
**School Based Project Development Officer I**  
**Supply Office Personnel**  
All Others Concerned

1. The Department of Education Division of El Salvador City, through the Division Property and Supply Unit, all School Based Project Development Officer I & Administrative Officer II will conduct a meeting on **November 12, 2024, 2:00PM at the Emerald Building, Schools Division Office of El Salvador City.**
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 Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. 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. For information, guidance, and strict compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Encl.: As stated,  
To be indicated in the Perpetual Index  
under the following subjects:

MEETING

SDS/jlod



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