



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Jesus St., Pulungbulu, Angeles City

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RELEASED

DIVISION MEMORANDUM

No. 89,S, 2016

APR 11 2016

By [Signature] / I-50 PMU
DepED Angeles City
Division of City Schools

TO : All Public Elementary and Secondary School Heads
Supply Officer and PDO II
School Property Custodian

FROM: Office of the School Division Superintendent

SUBJECT: **Division School Property Custodians Meeting**

DATE: April 11, 2016

1. A meeting of School Property Custodians will be held on *April 13, 2016, 9-11 AM*, Wednesday at the Library hub.
2. Agenda is as follows;
 - a. Completion of SY 2015-2016 Book Inventory
 - b. Lost Books
 - c. Orientation of SY 2016-2017 Books Inventory Form
 - d. Submission of Request for buffer books from Central and Division Office
 - e. Others
3. Wide and immediate dissemination of this memorandum is desired.

[Signature]
LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent