



Department of Education  
Region III

## DIVISION OF PAMPANGA

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### Division Memorandum

No. 53, S. 2018

To: Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District / School Property Custodians  
All Others Concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject: DESIGNATED SCHOOL PROPERTY CUSTODIANS  
(DIRECTORY UPDATES for CY 2018)

Date: January 29, 2018

1. To enhance the Asset Management of our Division, expediency of consolidation reports and validation of the signatories in property accountability. This Office is requesting all Elementary/District and Secondary Designated School Property Custodians to accomplish the template (in excel format) together attach your approved designation letter. District Property Custodians will consolidate the report.
2. In view thereof, submission is by district for Elementary and per school for Secondary in hard and soft Copy (CD) not later than **February 15, 2018** duly received by Records Unit and forward it directly to Property / Supply Section attention Sharon M. Catangal – Administrative Officer IV (Property and Supply Unit).
3. For immediate and appropriate action.

**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
Officer – In – Charge  
Office of the Schools Division Superintendent

Encl.:  
As stated

