




Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

MEMORANDUM
MLA-2021- 597

TO : **Assistant Schools Division Superintendents
Public Schools District Supervisors/Districts-In-Charge
36 District Property Custodians (Elementary)
37 District Property Custodians (Secondary)
All Others Concerned**

FROM : 
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
12/7/2021

SUBJECT : **One-Day Conference with the District Property Custodians
(Elementary and Secondary) and Distribution of Supplies**

DATE : **December 13, 2021**

1. This is to inform the District Property Custodians for Elementary and Secondary of the One-Day Conference and Distribution of Supplies on December 13, 2021 at the 3rd Floor Conference Room, Division Office, Dumaguete City.
2. District Property Custodians are requested to provide a vehicle for the supplies to be transported back to their respective districts.
3. Travel and other incidental expenses of the participants relative to the said activity shall be chargeable against school MOOE subject to usual accounting rules and regulations.
4. Please be reminded that all District Property Custodians must observe the minimum health protocols (e.g. wearing of face masks).
5. Immediate dissemination of this memorandum to all concerned is desired.

07 DEC 2021