



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

**Office of the Schools Division  
Superintendent**

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MEMORANDUM

MLA-2021- 199

TO : **ELEMENTARY AND SECONDARY SCHOOL PROPERTY  
CUSTODIANS**

FROM : *Manahan*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
*5/m/2021*

SUBJECT : **UPDATING OF SCHOOL PROPERTY CUSTODIAN'S DIRECTORY**

DATE : May 31, 2021

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Apart from local procurement, there are various learning resources, equipment and other items procured by DepEd Central Office which are being delivered directly to the concerned schools.

Anent this, the Central Office needs data of all personnel in-charge of the said properties.

In consonance, all elementary and secondary school property custodians are hereby directed to update their information thru this directory:

[https://bit.ly/negor\\_property](https://bit.ly/negor_property)

This is to ensure that all deliveries are properly received and accounted for and in preparation for the submission of all reports needed by the Central Office.

Deadline for the updating will be on **June 4, 2021**.

For immediate dissemination and compliance.

SPP/JMA-MKP-NLE/LBY/ruby

31 MAY 2021



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