DIVISION MEMORANDUM
No. 530, s. 2017

HALF – DAY DIVISION CONFERENCE WITH DISTRICT /SENIOR HIGH SCHOOL PROPERTY CUSTODIANS

To: Public Schools District Supervisors
    Public Elementary School Heads
    Senior High School Heads
    District / Senior High School Property Custodians
    All Others Concerned

October 27, 2017

This is to inform the field that a Half –Day Division Conference with all Elementary Schools District and Senior High Schools Property Custodians will be held on October 30, 2017 at 3:00 P.M. in the Division Conference Hall.

Important matters are to be taken-up relative to the preparation of documents needed for the Reimbursement Expenses availment for all Delivered Textbooks /Instructional Materials (Centrally Procured) from May, 2016 to present.

Wide and immediate dissemination of this Memorandum is earnestly desired.

Winnie E. Batoon, Ed.D.
Officer in Charge
Office of the Schools Division Superintendent

[Signature]

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