DIVISION MEMORANDUM
No. 625, s. 2019

SUBMISSION OF LIST OF DISTRICT /SCHOOL PROPERTY CUSTODIANS

To:
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS, HEADS
CONCERNED PERSONNEL

1. In line with the incoming 2019 National Capacity Building Seminar for Non-Teaching Supply Officers and District and School Property Custodians, this Office requires all concerned personnel to submit the List of Designated District and School Property Custodians (Teaching and Non-Teaching) on or before August 19, 2019.

2. The mode of submission will be both in electronic and hard copy and must be consolidated by the District Property Custodians. Visit http://bit.do/propertycustodians for electronic submission.

3. Attached herewith is the sample template for your guide.

<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
<th>School</th>
<th>Position</th>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
</table>

4. For immediate dissemination and compliance.

WINNIE E. BATOON, Ed. D.
Officer-in-Charge
Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent:

MELANIE P. ESTACIO, Ph.D.
Officer-in-Charge
Office of the Assistant Schools Division Superintendent