



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BINAN CITY

DEPARTMENT OF EDUCATION
Schools Division Office - Binan City
RECORDS SECTION

13 APR 2023

12 Apr 2023

DIVISION MEMORANDUM

OSD-2023-005

**DESIGNATION AS SCHOOL PROPERTY CUSTODIAN OF CANLALAY
ELEMENTARY SCHOOL**

To : **JENNY-LYN M. ALMADILLA**
Administrative Officer II, Canlalay Elementary School

1. In the exigency of the service, you are hereby designated as Property Custodian concurrent to your position as Administrative Officer II of Canlalay Elementary School effective immediately and until further advice.
2. It is understood that you shall perform the duties and responsibilities of the position effectively and efficiently.
3. Immediate and widest dissemination of this Memorandum is desired.

MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: None
Reference: None

OSDS/AD / AMC / GGM / DM-Designation as School Property Custodian of Canlalay Elementary School
/ 04/12/2023



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
Telephone Nos.: 511-4143/511-8620/511-4191/511-8746
Email Address: deped.binancity@deped.gov.ph
Website: depedbinan.com