



DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

Republic of the Philippines  
Department of Education

REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

13 APR 2023

08:28 AM

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.

*Agreen*  
**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  
/ 04/12/2023

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