



Republic of the Philippines

**Department of Education**

REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF BIÑAN CITY

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BY: [Signature]

20 Feb 2024

**DIVISION MEMORANDUM**

OSD-2024- 008

**DESIGNATION AS SCHOOL PROPERTY CUSTODIAN OF MAMPLASAN  
NATIONAL HIGH SCHOOL**

To: **MERILYN C. MALOMA**

Administrative Assistant II, Mamplasan National High School

1. In the exigency of the service, you are hereby designated as Property Custodian concurrent to your position as Administrative Assistant II of Mamplasan National High 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 / GMC / DM - Designation as School Property Custodian of Mamplasan National High School  
/ 02/20/2024



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
Contact Nos.: (049) 547-0105 / (+63) 939-510-8779  
Email Address: deped.binancity@deped.gov.ph  
Website: depedbinan.com



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