



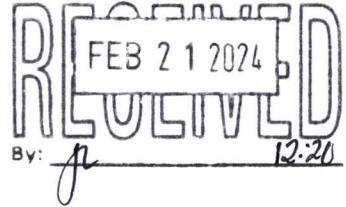
Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION



21 Feb 2024

DIVISION MEMORANDUM

OSD-2024- 010

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

To: **DEOFIL C. OCAYO**

Administrative Officer II, Tubigan 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 Tubigan 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 / GMC / DM - Designation as School Property Custodian of Tubigan Elementary
/ 02/21/2024