



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

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DIVISION MEMORANDUM
OSD-2025-004

**DESIGNATION AS SCHOOL PROPERTY CUSTODIAN OF MALABAN EAST
ELEMENTARY SCHOOL**

To: **MARLA S. SALINAS**

Administrative Officer II, Malaban East 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 Malaban East 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 Malaban East
/ 02/12/2025