



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

RECEIVED  
JAN 12 2021  
09:46 AM

12 Jan 2021

DIVISION MEMORANDUM

No. 009, s. 2021

**DESIGNATION AS SCHOOL PROPERTY CUSTODIAN OF  
OUR LADY OF LOURDES ELEMENTARY SCHOOL**

To : **JOSHUA L. MALABANAN**  
Our Lady of Lourdes Elementary School

1. In the exigency of the service, you are hereby designated as Property Custodian of Our Lady of Lourdes 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 in addition to your regular task.
3. Immediate dissemination of this Memorandum is desired.

  
**EDNA FAURA-AGUSTIN**

Schools Division Superintendent





DEPARTMENT OF EDUCATION  
Schools Division of Biñan City

Republic of the Philippines

RECORDS SECTION

Department of Education

Region IV-A CALABARZON

Division of Biñan City

Our Lady of Lourdes Elementary School

Champagne St. Brgy. Malamig, City of Biñan, Laguna

JAN 11 2021

82-405

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December 11, 2020

**Edna Faura-Agustin**

Schools Division Superintendent  
Division of City of Biñan

Dear Madame:

Good day!

I have the honor to recommend **Mr. Joshua L. Malabanan**, Teacher 1 of Our Lady of Lourdes Elementary School as the School Property Custodian.

This designation is in addition to his regular duties as a Teacher 1, and it carries with it the authority to assume the duties and responsibilities of a Property Custodian.

Very Truly Yours,

*sealamp*  
**Romulo D. Casipit**  
Public Schools District Supervisor  
District X



Republic of the Philippines  
**Department of Education**  
**Region IV-A CALABARZON**  
**Division of Biñan City**  
**Our Lady of Lourdes Elementary School**  
Champagne St. Brgy. Malamig, City of Biñan, Laguna

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December 11, 2020

**Edna Faura-Agustín**  
Schools Division Superintendent  
Division of City of Biñan

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Very Truly Yours,

*Romulo D. Casipit*  
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Public Schools District Supervisor  
District X



Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF BIÑAN CITY  
OUR LADY OF LOURDES ELEMENTARY SCHOOL  
CHAMPAGNE ST. BRGY. MALAMIG, CITY OF BIÑAN, LAGUNA

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January 4, 2021

**EDNA FAURA-AGUSTIN**  
**SCHOOLS DIVISIONS SUPERINTENDENT**  
**SDO-BIÑAN CITY**  
**BRGY. STO. DOMINGO BIÑAN CITY, LAGUNA**

**THRU: ARIEL M. CABANTOG**  
**Administrative Officer V**  
**SDO-BIÑAN CITY**  
**BRGY. STO. DOMINGO BIÑAN CITY, LAGUNA**

Dear Sir/Madame:

I, **MARY ANN M. ALTICHE**, Teacher I of Our Lady of Lourdes Elementary School, is hereby resigning to my duty as a **PROPERTY CUSTODIAN** of Our Lady of Lourdes Elementary School due to the following reasons:

- Over workload (MTB-MLE coordinator, Grade 3 Key Teacher, Advisership duties and responsibilities)
- Residency (Blk. 9 Lt. 18 Celina Homes Technopark Brgy. Loma Biñan City Laguna) is far from the school's vicinity.

I am highly recommending **JOSHUA L. MALABANAN**, Teacher I of Our Lady of Lourdes Elementary School, as a new **PROPERTY CUSTODIAN** of Our Lady of Lourdes Elementary School, whose vicinity is 180 meters nearby the school's vicinity.

Very Truly Yours,

Mary Ann M. Altiche  
Teacher I  
Our Lady of Lourdes Elementary School

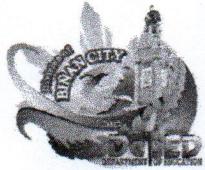
Noted By:

Romulo D. Casipit  
PSDS District X/ OIC- Our Lady of Lourdes Elementary School



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OUR LADY OF LOURDES ELEMENTARY SCHOOL  
Address: Champagne St. Brgy. Malamig, City of Biñan, Laguna  
Telephone Numner: (049) 512-9800  
Email Address: olles.malamig@gmail.com  
Official Facebook Page:Our Lady of Lourdes ES Official Account



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IV-A CALABARZON  
SCHOOLS DIVISION OF BIÑAN CITY

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SCHOOLS DIVISION OF BIÑAN CITY  
NOV 06 2020  
3:48

OUR LADY OF LOURDES ELEMENTARY SCHOOL  
Champagne St. Barangay Malamig Biñan City, Laguna/School ID: 108214

**School Memorandum**  
**No. 1, s. 2020**

---

**TO**           **JOSHUA L. MALABANAN**  
                  Teacher I

**FROM**       **: ELVIRA P. VILLANUEVA**  
                  Head Teacher I

**SUBJECT**     **: DESIGNATION AS SCHOOL PROPERTY CUSTODIAN**

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**DATE**       **: OCTOBER 5, 2020**

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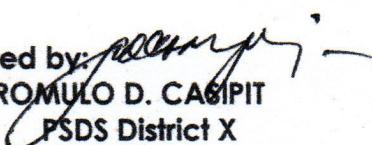
1. In the exigency of the service, you are hereby designated as **SCHOOL PROPERTY CUSTODIAN** of Our Lady of Lourdes Elementary School for School Year 2020-2021.
2. It is expected that you shall perform the duties and responsibilities attached to your designate on and such other related function as maybe assigned and will be doing so until such time that this is revoked.
3. Immediate and wildest dissemination of this Memorandum is desired.

**Recommended by:**

  
**ELVIRA P. VILLANUEVA**  
Head Teacher 1

**Conforme:**

  
**JOSHUA L. MALABANAN**  
Teacher I

**Approved by:**   
**ROMULO D. CASPIT**  
PSDS District X



DEPARTMENT OF EDUCATION  
SCHOOLS Division of BIR - C-9  
RECORDS SECTION

**Republic of the Philippines**  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF BIÑAN CITY  
OUR LADY OF LOURDES ELEMENTARY SCHOOL  
CHAMPAGNE ST. BRGY. MALAMIG, CITY OF BIÑAN, LAGUNA

A rectangular stamp with a decorative border. The word "RECEIVED" is printed in large, bold, sans-serif letters, with one letter on each side of a central rectangular box. The date "JAN 11 2021" is printed in a smaller font inside this central box. Below the date, the text "LIBRARY SCHOOL NAN, LAGUNA" is printed in a smaller font.

January 4, 2021

**EDNA FAURA-AGUSTIN  
SCHOOLS DIVISIONS SUPERINTENDENT  
SDO-BIÑAN CITY  
BRGY. STO. DOMINGO BIÑAN CITY, LAGUNA**

**THRU: ARIEL M. CABANTOG  
Administrative Officer V  
SDO-BIÑAN CITY  
BRGY. STO. DOMINGO BIÑAN CITY, LAGUNA**

Dear Sir/Madame:

**I, MARY ANN M. ALTICHE, Teacher I of Our Lady of Lourdes Elementary School, is hereby resigning to my duty as a PROPERTY CUSTODIAN of Our Lady of Lourdes Elementary School due to the following reasons:**

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- Residency (Blk. 9 Lt. 18 Celina Homes Technopark Brgy. Loma Biñan City Laguna) is far from the school's vicinity.

I am highly recommending **JOSHUA L. MALABANAN**, Teacher I of Our Lady of Lourdes Elementary School, as a new **PROPERTY CUSTODIAN** of Our Lady of Lourdes Elementary School, whose vicinity is 180 meters nearby the school's vicinity.

Very Truly Yours,

Mary Ann M. Altiche  
Teacher I  
Our Lady of Lourdes Elementary School

Noted By:

*Romulo D. Caspit* -  
Romulo D. Caspit  
PSDS District X/ OIC- Our Lady of Lourdes Elementary School



OUR LADY OF LOURDES ELEMENTARY SCHOOL  
Address: Champagne St. Brgy. Malamig, City of Biñan, Laguna  
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**TO** JOSHUA L. MALABANAN  
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**FROM** : ELVIRA P. VILLANUEVA  
Head Teacher I

**SUBJECT** : DESIGNATION AS SCHOOL PROPERTY CUSTODIAN

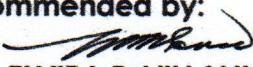
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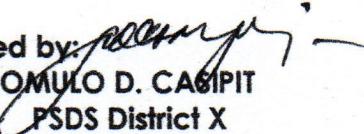
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Recommended by:

  
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Head Teacher I

Conforme:

  
JOSHUA L. MALABANAN  
Teacher I

Approved by:   
ROMULO D. CASPIT  
PSDS District X



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Noted By:

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PSDS District X/ OIC- Our Lady of Lourdes Elementary School



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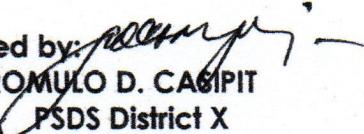
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