



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

No. 040, s. 2021

**DESIGNATION AS SCHOOL PROPERTY CUSTODIAN OF  
TOMAS A. TURALBA MEMORIAL ELEMENTARY SCHOOL**

To : **JESSA MAE S. CERVANTES**  
Tomas A. Turalba Memorial Elementary School

1. In the exigency of the service, you are hereby designated as Property Custodian of Tomas A. Turalba Memorial 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

