



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

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DIVISION MEMORANDUM
No. 251, s. 2021

DESIGNATION AS PROPERTY CUSTODIAN

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Administrative Officer V
All Others concerned

1. In the exigency of the service the following **Administrative Assistants II/ III** are hereby designated as **Property Custodians** effective immediately and until further advice.

| Name | School Assignment |
|--------------------------------|---|
| 1. John Kevin S. Tapar | Mamplasan National High School |
| 1. Maria Katrina O. Caolboy | Dela Paz National High School |
| 2. Sarah Lyn G. Dela Cruz | Tubigan Elementary School |
| 3. Janine E. Jamena | Pedro H. Escueta Memorial Elementary School |
| 4. Ma. Olga Q. Sevilla | Ganado Elementary School |
| 5. Khristine Ericka D. Binaday | Zapote Elementary School |

2. It is understood that they shall perform the duties and responsibilities of the position effectively and efficiently in addition to their regular tasks.

3. Immediate dissemination of this Memorandum is desired.

EDNA FAUNA-AGUSTIN
Schools Division Superintendent

