



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. 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 Ericke 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 FAURA-AGUSTIN**  
Schools Division Superintendent

