



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

**10 Nov 2021**

DIVISION MEMORANDUM  
No. 497, s. 2021

**DESIGNATION AS SCHOOL PROPERTY CUSTODIAN OF  
BIÑAN INTEGRATED NATIONAL HIGH SCHOOL - SENIOR HIGH SCHOOL**

To : **KIM ANGELA M. MORTEL**  
Administrative Assistant II, Biñan Integrated National High School

1. In the exigency of the service, you are designated as Property Custodian of Biñan Integrated National High School – Senior High 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

Encl: None  
Reference: None

OSDS/AD / Designation As School Property Custodian of Biñan  
Integrated National High School – Senior High School  
3563 / 11/10/2021



Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna  
Website: [depedbinancity.com.ph](http://depedbinancity.com.ph)  
Email: [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)  
Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746