



February 27, 2019

DIVISION MEMORANDUM

No. 131, s. 2019

**CAPABILITY BUILDING SEMINAR/WORKSHOP FOR DISTRICT/CENTRAL AND SCHOOL
PROPERTY CUSTODIANS (IDENTIFIED PARTICIPANTS ONLY)**

TO: Assistant Schools Division Superintendents
CID and SGOD Chief
Div. Education Program Supervisors/Coordinators
Public Schools District Supervisors/DIC's
Elementary, Junior & Senior High School Principals

1. In preparation of the forth coming District and School inventory of Text and Non-Text Learning Resources, the Curriculum and Implementation Division through the LRMDs will conduct a **One-Day Capability Building of District and School Property Custodians on March 13, 2019 from 8:00AM to 5:00PM**. The venue will be announced as soon as the canvass procedure is final.
2. This office hereby requests the concerned to fill-in the needed data on the template provided for the finalization of the list of participants during the said CB Seminar/Workshop on March 4, 2019 or they may email it to rosela.abiera@deped.gov.ph or to maricel.rasid@deped.gov.ph.
3. For the travelling expenses and other incidental expenses of the participants are chargeable against Local/District/School MOOE subject to the usual accounting and auditing rules and regulation.
4. Immediate dissemination of this memorandum is desired.

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent

2/28/19

WDB/CID/LRMDsrra19
Property Custodian CB

28 FEB 2019



Enclosure to Division Memo. No. _____

**CAPABILITY BUILDING SEMINAR/WORKSHOP OF DISTRICT AND SCHOOL PROPERTY
CUSTODIAN DESIGNATE**

District	District Property Custodian	Central School Property Custodian	Main High School Property Custodian

Submitted by:

(Name and Signature)

*WDB/CID/LRMDSrra19
Property Custodian CB*