



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



September 14, 2015

DIVISION MEMORANDUM

No. **592**, s. 2015

**SUBMISSION OF THE LIST OF DIVISION/DISTRICT/SECONDARY AND
ELEMENTARY SCHOOL PROPERTY CUSTODIAN**

To: District Supervisors/OIC's
Secondary School Principals/TICs
Property Custodians

1. The field is hereby directed to submit the list of District/Secondary and Elementary School Property Custodians which designations are duly signed by the undersigned. This required list is in compliance to Regional Memorandum, dated September 1, 2015. Deadline set is September 18, 2015.
2. Immediate and wide dissemination is earnestly desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:

| | |
|--|----------------|
| Schools Division Superintendent: | (032) 255-6405 |
| Asst. Schools Division Superintendent: | (032) 414-745 |
| Accounting Section: | (032) 254-2632 |
| Disbursing Section: | (032) 255-4401 |

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MEMORANDUM

TO : SCHOOLS DIVISION/CITY SUPERINTENDENTS
OFFICERS-IN-CHARGE OF SCHOOL DIVISIONS
ATTN: DIVISION SUPPLY OFFICERS

FROM : DIRECTOR JULIET A. JERUTA

SUBJECT : SUBMISSION OF THE LIST OF DIVISION/DISTRICT/SECONDARY AND ELEMENTARY
SCHOOL PROPERTY CUSTODIANS

DATE : SEPTEMBER 1, 2015

1. You are hereby requested to submit to this Office an updated List of Division Supply Officers/ District / Secondary and Elementary School Property Custodians per implementation of the Rationalization Plan.
2. The said lists will be submitted to the offices of the Property Division - Administrative Service and to the Instructional Materials Council Secretariat (IMCS), Central Office.
3. The requested list shall be submitted in three (3) copies (separate folders) using the attached format. Deadline for submission is on September 28, 2015.
4. For strict compliance.


JULIET A. JERUTA, Ph.D, CESO V

Director III

Officer-in-Charge, Office of the Director IV

DIR. JJA / ATB / rjb

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321
Website: <http://www.depedro7.com.ph>

"ESQ 2015: Karapatan ng Lahat, Pamanagutan ng Lahat"

DIVISION OF _____
 Address of Division Office : _____
 SDS/ASDs Office telephone # : _____

LIST OF DIVISION SUPPLY OFFICER , DISTRICT PROPERTY / SECONDARY AND ELEMENTARY SCHOOL PROPERTY CUSTODIANS

| ASSIGNMENT/ADDRESS (ex: Div. Office/ District Office/ Name of School) | NAME | DESIGNATION | MOBILE | LANDLINE TEL. # | EMAIL ADDRESS | YEAR OF DESIGNATION |
|---|------|-------------|--------|-----------------|---------------|---------------------|
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Prepared by :

Noted :

 (NAME/SIGNATURE OF DIVISION SUPPLY OFFICER)

 (SCHOOLS DIVISION SUPERINTENDENT)