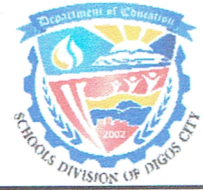




Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



August 15, 2019

**DIVISION MEMORANDUM**

No. 625, s. 2019

**SUBMISSION OF LIST OF DISTRICT /SCHOOL PROPERTY CUSTODIANS**

To : **PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS, HEADS  
CONCERNED PERSONNEL**


1. In line with the incoming 2019 National Capacity Building Seminar for Non –Teaching Supply Officers and District and School Property Custodians, this Office requires all concerned personnel to submit the List of Designated District and School Property Custodians ( Teaching and Non – Teaching ) on or before August 19, 2019.
2. The mode of submission will be both in electronic and hard copy and must be consolidated by the District Property Custodians. Visit <http://bit.do/propertycustodians> for electronic submission.
3. Attached herewith is the sample template for your guide.

| Name | District | School | Position | Contact Number | Email Address |
|------|----------|--------|----------|----------------|---------------|
|      |          |        |          |                |               |

4. For immediate dissemination and compliance.

**WINNIE E. BATOON, Ed. D.**  
Officer-in-Charge  
Office of the Schools Division Superintendent

For and in the absence of the  
Schools Division Superintendent :

  
**MELANIE P. ESTACIO, Ph.D.**  
Officer –In – Charge  
Office of the Assistant Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
39432  
DATE: 15 AUG 2019 TIME: 3:15  
BY: [Signature]