



Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

September 17, 2018

DIVISION MEMORANDUM
No. 579 s., 2018

DIRECTORY OF SCHOOL HEADS AND PROPERTY CUSTODIAN

TO : Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts-In-Charge
Elementary and Secondary School Heads

1. Enclosed is a template from DepED Central Office requesting for a school/district directory of all schools both elementary and secondary and their respective property custodian.
2. Public Schools District Supervisors and school administrators are directed to accomplish the attached template.
3. Deadline for submission will be on or before October 2, 2018.
4. Immediate and strict compliance of with this Memorandum is hereby enjoined.

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

WDB/HB/bing

18 SEP 2018

Division : _____
Region : _____

| No. | Complete Name of School | School ID | Complete School Address | Principal / School Head | | | | | | School Property Custodian | | | | | Alternative * School Email Address or Facebook address/URL | | | |
|----------------------|-------------------------|-----------|-------------------------|-------------------------|---|---|---------------|-------------------------|------|---|---|---------------|-------------------------|--|---|--|--|--|
| | | | | Name | Telephone Number <small>(indicate area code)</small> | Fax Number <small>(indicate area code)</small> | Mobile Number | Official E-mail Address | Name | Telephone Number <small>(indicate area code)</small> | Fax Number <small>(indicate area code)</small> | Mobile Number | Official E-mail Address | | | | | |
| A. ELEMENTARY | | | | | | | | | | | | | | | | | | |
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| B. SECONDARY | | | | | | | | | | | | | | | | | | |

** Alternative (in absence of official Email Address/es)
Note: Kindly include the District Property Supervisors/custodians contact details, if applicable.*

Accomplished by: _____

Approved by: _____

(Signature over Printed Name)
Division Office Property Custodian
Mobile Number: _____
Email Address: _____

(Signature over Printed Name)
Schools Division Superintendent
Mobile Number: _____
Email Address: _____