



Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

MAY 24 2021

REGIONAL MEMORANDUM
No. 491, s. 2021

DATA OF PROPERTY CUSTODIANS OF EACH SCHOOLS IN REGION 1

To: Schools Division Superintendents

1. As per the email received from the Office of the Assistant Secretary for Procurement and Administration (OASPA), OASPA requests for the updated data of the property custodians of each school in every region for the delivery plan for the upcoming Logistics that is being planned and prepared.
2. Anent to this, all Schools Division Office Supply Officers are requested to accomplish the prepared template which can be accessed at <https://tinyurl.com/ProCustodian>. Supply Officers are requested to accomplish the needed information until May 31, 2021.
3. For other queries on this matter, the Asset Management Section can be reached at telephone number (072) 682-2324 loc. 112.
4. Immediate dissemination and compliance with this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Encls: N/A

Reference: Email sent by the Office of the Assistant Secretary for Procurement and Administration (OASPA)

To be indicated in the Perpetual Index
under the following subjects:

PROPERTY CUSTODIANS SCHOOLS

AD-AMS/rnb/RegionalMemorandum-PropertyCustodiansinSchools
May 25, 2021



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