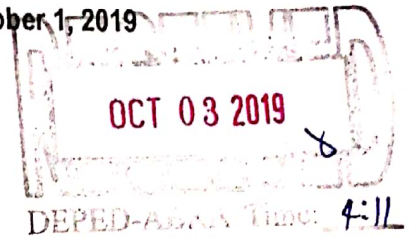




October 1, 2019



DIVISION MEMORANDUM

No. 325 s. 2019

CONDUCT OF CAPACITY BUILDING SEMINARS FOR NON-TEACHING SUPPLY OFFICERS AND PROPERTY CUSTODIANS

To: JOSE V. BERNARDEZ
Secondary School Principal III,
Abra High School

JOAQUIN V. PILIEN
Secondary School Principal II

GEORGE D. DOMINGO
Secondary School Principal II
Pilar Rural High School

JASMINE B. PILARTA
Cristina B. Gonzales Memorial NHS
Secondary School Principal II

VANESSA GRACIELLE T. MABANAG
Head Teacher III
Mataragan National Agricultural School

1. As per QUA Memorandum No. 08-0919-0321, dated 05 September 2019, this Office hereby informs your office of the Conduct of Capacity Building Seminars for Non-Teaching Supply Officers and Property Custodians from your schools at Albay on October 15-18, 2019;
2. In this connection, you are enjoined to send your Non-teaching Supply Officers/Property Custodians to attend the said capability building seminar to enable participants to learn and internalize basic property and supply management, and others;
3. It is understood that travel expenses shall be charged to your respective local funds. All expenses incurred shall be subject to the usual accounting and auditing rules and regulations.
4. Attached is a copy of QUA Memo 03-0919-0321 for your information and guidance.

GLORIA B. BUYA-AO
Schools Division Superintendent