



Republic of the Philippines  
**Department of Education**

REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

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JUL 12 2024  
By: *m* *OS-TUR*

12 Jul 2024

**DIVISION MEMORANDUM**

OSD-2024- 028

**DESIGNATION AS SCHOOL PROPERTY CUSTODIAN OF BIÑAN CITY SENIOR HIGH SCHOOL – STO. TOMAS CAMPUS**

To: **LOUIE S. SANTOS**  
Administrative Officer II, Biñan City Senior High School – Sto. Tomas Campus

1. In the exigency of the service, you are hereby designated as Property Custodian concurrent to your position as Administrative Officer II of Biñan City Senior High School – Sto. Tomas Campus, effective immediately and until further advice.
2. It is understood that you shall perform the duties and responsibilities of the position effectively and efficiently.
3. Immediate and widest dissemination of this Memorandum is desired.

  
**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

Encl: None  
Reference: None

OSDS/AD / AMC / GMC / DM - Designation as School Property Custodian of Biñan City Senior High School – Sto. Tomas Campus  
/ 07/12/2024



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