



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 May 2026

NOTICE OF MEETING
Tracking No.: 072

COORDINATION MEETING WITH SCHOOL PROPERTY CUSTODIANS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

Please be informed that there will be a meeting for all School Property Custodians on **May 18, 2026 at 9:00 o'clock in the morning**. It shall be held at the **4th Floor of SDO Tayabas Building**, Brgy. Potol, Tayabas City, to discuss the following agenda:

1. Updating of 1st Quarter of 2026 inventory reports using of Supply and Inventory Management System – Expendable and Semi-Expendable
2. Best Practices in Property and Supply Management
3. Other issues and concerns

School Property Custodians are encouraged to communicate concerns for discussion before the date of this meeting. Please bring your **copy of Purchase Order** and School **Inventory Custodian Slips** for the 1st Quarter, **laptops** and **extensions**.

Your 100% attendance is hereby enjoined.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent