




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 03 2024

NOTICE OF MEETING

TO: Mrs. Noemi A. Valdez-Administrative Officer V
School Administrative Officer II/Property Custodians
Ms. Maricel Labra-Asset Management Division-Muntinlupa

FROM: 
VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DATE: July 4, 2024, 2:00 P.M

VENUE: SDO 4th Floor Conference Room

SUBJECT: MEETING WITH THE ASSET MANAGEMENT DIVISION-MUNTINLUPA

AGENDA: Discussion of the following:

1. Inventory of PPE's/One time Cleansing
2. School Building Insurance
3. Inventory of Buildings
4. Other related matters.

MMP/NAV/MEETING WITH ASSET MANAGEMENT DIVISION-MUNTINLUPA
063 / July 2, 2024

NOM-2024-063

2024-5710



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