



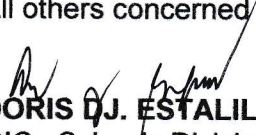
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IV-A, CALABARZON  
**CITY SCHOOLS DIVISION OF CABUYAO**



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**MEMORANDUM**

**TO :** OIC - Assistant Schools Division Superintendent  
OIC - Chief School Governance and Operations Division  
Chief Curriculum Implementation Division  
Education Program Supervisors  
Public School District Supervisors  
Elementary, Secondary and Senior High School Heads  
Officers-In-Charge  
All others concerned

**FROM :**   
**DORIS D.J. ESTALILLA**  
OIC –Schools Division Superintendent

**SUBJECT:** **MONTHLY INTERFACE MEETING**

**DATE :** January 29, 2018

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1. For the information and guidance of all concerned, this office shall hold a regular Monthly Interface Meeting starting January 2018.
2. The activity aims to:
  - a. provide structure in the effective implementation of DepEd thrusts in the newly rationalized Schools Division Office;
  - b. orient the participants on the assigned tasks, functions and limitations;
  - c. harmonize all division programs and activities for effective implementation; and
  - d. develop synergy in the working place.
3. The regular participants to this monthly interface are the Division Chiefs, Education Program Supervisors, Public School District Supervisors, Senior Program Specialists, Education Program Specialists II, Unit Heads, School Principals, Officers-In-Charge and all other concerned personnel.
4. Monthly schedule and venue will be announced on a separate memorandum.
5. Wide dissemination of this memorandum is earnestly desired.

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