

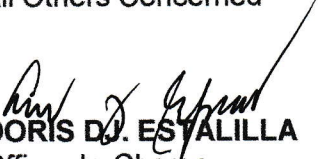


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
Chiefs, School Governance and Operations Division and Curriculum
Implementation Division
Selected Division Personnel
All Others Concerned

FROM : 
DORIS D. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT : **DIVISION MEETING**

DATE : March 8, 2018

This office informs the field that there will be a Division Meeting on March 12, 2018 (Monday), 10:00 AM onwards at CID Conference room.

The Agenda will be as follows:

- Graduation
- Division Forms
- PSB
- Division inspectorate
- Other urgent concerns

Expected participants to this activity are:

1. Dr. Elvira B. Catangay
2. Dr. Edna F. Hemedez
3. Dr. Jose Charlie S. Aloquin
4. Public Schools District Supervisor
5. Education Program Supervisors
6. Atty. Jerica Clara Machado
7. Administrative Officers (Admin. Services, Personnel, Budget, Cashier, Supply & Records)
8. Bookkeeper

Meal expenses shall be charged to the Division MOOE fund subject to usual accounting and auditing rules and procedures.

Immediate and wide dissemination of this memorandum is desired.

UM 104 s. 2018