



MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
 Chief – Curriculum Implementation Division
 OIC – Chief, School Governance and Operations Division
 Education Program Supervisor – Values Education/SPED/Guidance
 Elementary and Secondary School Heads and Teachers-In-Charge
 All Elementary and Secondary School Guidance
 Counselors/Officers/Coordinators
 All others concerned

FROM : *Doris*
DORIS DJ. ESTALILLA, Ed.D
 OIC – Schools Division Superintendent

SUBJECT : **DIVISION MEETING ON PREPARATION OF THE ANNUAL
 SCHOOL GUIDANCE CENTER PROGRAMS/ ACTIVITIES**

DATE : June 26, 2018

Relative to the Annual School Guidance Center/ Office activities, this office announces the Division Meeting of School Guidance Counselors/Officers/Coordinators on June 29, 2018, Friday, 1:00PM at Division Conference Room, Cabuyao Central School.

The following are the agenda of the meeting:

1. Results of Diagnostic Test including Item Analysis (Hard Copy)
2. Issues and concerns of School Guidance Center/Office
3. Preparation of different school guidance reports
4. School guidance activities/celebrations
5. Other related matters

Immediate and wide dissemination of this Memorandum is desired.

Note: Observe Time on task policy "
Guidance Teachers with no class in the afternoon
shall attend.
Approved
6/27/18