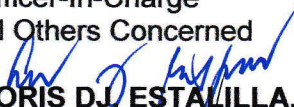




MEMORANDUM

TO: OIC- Assistant Schools Division Superintendent
Public School District Supervisor
All Elementary and Secondary School Heads
Officer-In-Charge
All Others Concerned

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

SUBJECT: SUBMISSION OF ATTENDANCE LIST DURING THE CONDUCT OF DISTRICT CLUSTERED MEETING

DATE: June 4, 2018

1. Relative to the conduct of Clustered District Meeting held from May 30- June 1, 2018, this office requires all Schools to submit authentic attendance list of attendees through the designated District Supervisor for monitoring purposes on or before June 6, 2018 care off Dr. Elvira B. Catangay.
2. It is further advised to put note opposite name/s of absentee/s whether:
 - a. On official business like attendance to NTOT English/Science/Math with approved travel order.
 - b. If personal reasons (please indicate what the school head has provided as appropriate action, then attached evidence/s).
3. For any clarifications, please call at telephone no.(049) 545-0795.
4. Immediate dissemination of this Memorandum is earnestly desired.