




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



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**MEMORANDUM**

TO: OIC-Assistant Schools Division Superintendent  
OIC-School Governance and Operations Division's Chief  
Curriculum Implementation Division's Chief  
All Education Program Supervisors  
All Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All School Subject Area Coordinators  
All Others Concerned

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

SUBJECT: **SYNCHRONIZED MEETING IN ALL SUBJECT AREAS**

DATE: June 7, 2018

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1. This is to inform the field that there will be a synchronized meeting of all subject area coordinators on June 28, 2018 at 1:00 P.M. at designated venues:

ENGLISH & FILIPINO	-	Niugan ES
MATHEMATICS & SCIENCE	-	Cabuyao INHS
E.S.P., A.P. & E.P.P./T.L.E.	-	Cabuyao Central School
MAPEH	-	Banlic ES

2. The agenda of the meeting are as follows:

- Results of Division Achievement Test (SY 2018-2019)
- Results of the Phil IRI -English and Filipino (SY 2018-2019)
- Daily Lesson Log/Daily Lesson Plan
- Preparation and Finalization of Test Questions (First to Fourth Grading Period)
- Trainings and Seminars
- Projects, Programs and Activities (PPA's)
- Other Issues and concerns

3. Immediate dissemination of and appropriate action for this memorandum is desired.