



Department of Education
Region III

DIVISION OF PAMPANGA

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Division Memorandum

No. 67, S. 2018

To : Assistant Schools Division Superintendent – Secondary
Planning Officer
Heads of Public Secondary Schools
All Others Concerned

From : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject : **Emergency Meeting of Heads of Public Secondary Schools**

Date : February 6, 2018

1. There will be an emergency meeting of all heads of secondary schools with the Planning Officer and OIC – Assistant Schools Division Superintendent on February 8, 2018 at 8:00 – 12:00 noon at Diosdado Macapagal High School – Mexico, Pampanga.
2. The agenda of the meeting will be as follows:
 - 2.1 Deployment Report on the new teacher items for Junior High School for School Year 2018 – 2019.
 - 2.2 Report on school needs
3. Participants are requested to bring the following reports:
 - 3.1 Latest Form 3
 - 3.2 Early Registration data for Grades 7 and 11
 - 3.3 Projected Enrolment for SY 2018 – 2019
 - 3.4 Report on School Needs for SY 2018 - 2019
4. A registration fee of Two Hundred Twenty Pesos (Php 220.00) will be collected from each participant for food and other incidental expenses to be charged against school or canteen funds.
5. 100% attendance of all school heads is highly enjoined.
6. Immediate and widest dissemination of this memorandum is desired.

 2/6/18
LEONARDO D. ZAPANTA, Ed. D., CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent