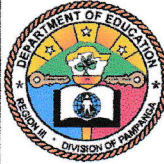
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OFFICE OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS-002
	<b>DIVISION MEMORANDUM NO. 019 S. 2018</b>		Revision: 00  Effectivity date: 05-08-18  <b>Name of Office:</b> Office of the Schools Division Superintendent

**TO :** OIC – Assistant Schools Division Superintendent – Secondary  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Principals and Assistant Principals of Public Secondary Schools  
 All Others Concerned

**FROM :** Office of the Schools Division Superintendent

**SUBJECT :** **GENERAL ASSEMBLY OF SECONDARY SCHOOL HEAD TEACHERS AND DESIGNATED TEACHERS IN CHARGE**

**DATE :** December 5, 2018

1. The new set of officers of the Pampanga Association of Secondary School Head Teachers and Teachers in Charge were inducted last November 12, 2018 and they had their strategic planning for their different programs, projects and activities for the whole school year.
2. One of their targets is to create a standardized IPCRF for Head Teachers and Teachers in Charge and it will be formally presented and discussed to their members.
3. The PASSHT has planned their **General Assembly** with a theme: **“Achieving Head Teachers’ Objectives for Effective School Leadership”** on **December 10, 2018**. It will be held at SM Event Center, SM City Pampanga, from 10:00 AM to 5:00 PM.
4. The objectives of the activity are:
  - a. Update of the membership of Head Teachers and Teachers in Charge
  - b. Present and discuss the standardized IPCRF for Head Teachers and Teachers in Charge
  - c. Review the 10 steps of the Continuous Improvement (CI) Methodology
  - d. Induct the Cluster PASSHT Officers
  - e. Christmas Party
5. The participants are the Secondary School Head Teachers and Designated Teachers in Charge. The SDS, ASDS, Chiefs, EPSs, and PSDSs are invited to the activity.
6. There will be a registration fee of **Two Hundred Pesos (200.00)** to be charged in the school local funds following the usual auditing rules and regulations.
7. 100% attendance of all concerned is highly enjoined.
8. Immediate and wide dissemination of this memorandum is desired.



**LEONARDO D. ZAPANTA, Ed. D., CESO VI**  
 Schools Division Superintendent

