




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC – Office of the Asst. Schools Division Superintendent
Curriculum and Implementation Division
School Governance Operations Division
Section Chiefs

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **STRATEGIC PLANNING WORKSHOP 3**

DATE: June 18, 2015

To present job competency model of School Governance and Operations Division personnel, this Office shall conduct Division Strategic Planning Workshop 3 on June 22, 2015 at 1: p.m. at Division Library Hub, Trece Martires, City.

Personnel from SGOD including Chief, SEPSs, EPSs, Engineer, PDO – DRMMO and Medical Officer will present their job descriptions and deliverables. Each presentation must be done strictly in 15 minutes.

All Education Program Supervisors, Public Schools District Supervisors and Section Chiefs are enjoined to participate in the workshop and serve as reactors.

Food expenses shall be charged to Division MOOE fund subject to usual accounting and auditing procedure.

For your information, guidance and strict compliance.

CHE/kae