



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



C3142

### NOTICE OF MEETING

TO: Assistant Schools Division Superintendent  
OIC, Assistant Schools Division Superintendent  
CID/SGOD Chief  
Public Schools District Supervisors  
All Elementary AP Key Administrators  
All Secondary AP Department Heads  
All Concerned

DATE: May 4, 2016

Please be informed that there will be a meeting of all elementary key administrators in AP and all secondary head teachers in AP on Thursday, May 12, 2016, 1:00 p.m. at Tanza National Comprehensive High School.

Agenda:

- Planning for G5 K to 12 Training Phase II
- Planning for G9 Teachers' Training
- Presentation of Work Plan 2016-2017
- Other issues and concerns

Travel expenses of the participants are chargeable against school/local funds subject to usual auditing and accounting rules and regulations.

Your attendance to the above mentioned meeting is a must.

*for* *amalaide*  
CHERRYLOU D. DE MESA *mf*  
OIC, Schools Division Superintendent