



September 20, 2016

TO: Assistant Schools Division Superintendent
OIC-Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program/ District Supervisors
Public Elementary/Secondary School Heads
ESP Elementary key Administrators/ESP Secondary Department Heads
ESP Coordinators

NOTICE OF MEETING

Please be informed that there will be a meeting of ESP Elementary Key Administrators on September 27, 2016 Tuesday, 9:30 a.m. – 11:30 a.m. at Sunny Brooke Elementary School, Gen. Trias; and ESP Secondary Department Heads /ESP Coordinators at 2:30 p.m. – 4:30 p.m. at Bulwagang Tanglaw, School Division Office, Trece Martires City.

Agenda:

1. Semestral Break Training
2. ESP Reports
3. Other Matters

Expected also in the meeting are the ESP Unit Report Consolidators whose names are written below.

UNIT	COORDINATORS
West	Godofredo Javier Mercy Bigalbal
North	Ryan Cabinta
South	Maribel Costa
East	Ivan John Tible

Your attendance to the above mentioned meeting is a must.


by: ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent

for CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent
