



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



8069

October 20, 2016

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors & ALS
Public Schools District Supervisors
Senior Education Program Specialists & Education Program Specialists
Planning Officer
All Unit Heads
SDO Creative Team
All Concerned

NOTICE OF MEETING

Please be informed that there will be a meeting tomorrow, October 21, 2016, 1:00 P.m. at Silid Ugnayan, Division Library Hub, Trece Martires City, Cavite.

Agenda:

1. Finalization for the Regional FTA
2. Discussion on Regional FTA form
3. Other matters

Expected participants in the said activity are the Chiefs of CID and SGOD, all EPSs, all PSDSs, all Unit Heads, all Senior Education Program Specialists, all Education Program Specialists, Education Program Specialists (ALS), Planning Officer, IT Officer, PSDS Diana P. Topacio, PSDS Rey Guansing, PSDS, Ofelia Arvisu, SDO Creative Team: Mary Joy Mendoza, Kevin Herick Avilla, Junel Inky Santiago, Lou Junel Velasco and Rey Ann Maramag.

All participants are hereby requested to bring needed reports in **soft copy format** for finalization.

Your attendance to the above mentioned meeting is a must.

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