



October 6, 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 separate simultaneous Unit Meeting of ESP Department Heads & 1 ESP Coordinator or Key Teacher on October 11, 2016 Tuesday 2:00- 5:00 p.m.

The agenda for the said meeting is the Pre-registration for the Seminar and Identification of the DLL Writers for the Semestral Break Training.

Venues and chairperson of Unit Meeting are as follows:

UNIT	VENUES	CHAIR PERSON
North	Tirona National High School, Kawit, Cavite	Irma Lagda (Head Teacher, TNHS)
East	Carmona NHS, Carmona, Cavite	Agnes Liban (Head Teacher, CNHS)
West	Gov. Ferrer Memorial NHS	Joy Laxamana (Head Teacher, GFMNHS)
South	Tagaytay Science NHS, Tagaytay City	Hilda Jumarang (Head Teacher TCSNHS)

Your attendance to the above mentioned meeting is a must.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent