



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



November 25, 2016

TO: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program/ District Supervisors  
Public Elementary/Secondary School Heads  
English Key Administrators (Elem)  
English Department Heads (Sec)  
English Unit Focal Persons (Sec)


### **NOTICE OF MEETING**

Please be informed that there will be a meeting of all English key administrators (Elem), department heads and unit focal persons (Sec) on Tuesday, November 29, 2016, 8:00 a.m. – 12:00 n.n. at Lola's Farm Pavillon, San Roque, Naic, Cavite.

Agenda:

1. Semestral Performance Review
2. English Festival of Talents
3. Other Concerns

Your attendance to the above mentioned meeting is a must.

  
CHERRYLOU D. DE MESA  
OIC, Schools Division Superintendent  
