



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



November 3, 2016

TO: Assistant Schools Division Superintendent
OIC-Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Elementary/Secondary School Heads

NOTICE OF MEETING

Please be informed that there will be an emergency meeting of public elementary and secondary school heads together with their respective guidance counselor or SIP team leader on the following cluster schedule regarding the data gathering and program assessment and design for the Division Education Development Plan (DEDP).

Date	Time	School Heads Involved
November 4, 2016	8:00am	All Secondary School Heads and Guidance Counselor/SIP team Leader
November 4, 2016	1:00pm	South Cluster Public Elementary School Heads, Guidance Counselor/SIP team Leader
November 7, 2016	8:00am	West Cluster Public Elementary School Heads, Guidance Counselor/SIP team Leader
November 7, 2016	1:00pm	North and East Cluster Public Elementary School Heads, Guidance Counselor/SIP team Leader

The venue of the meeting will be at the Bulwagang Tanglaw (Formerly Library Hub), Division Compound, Trece Martires City. All school heads are required to bring with them a copy of their SIP and a laptop for the workshop.

Your attendance to the above mentioned meeting is a must. Substitute or proxy is not allowed.

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