



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



December 5, 2016

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
ESP Cavite Officers

NOTICE OF MEETING

Please be informed that there will be a meeting of elementary key administrators and chairman of the ESP Festival of Talents, ESP secondary head teachers and ESP officers on Wednesday, December 7, 2016 at Silid Ugnayan, Division Library Hub from 2:00 p.m. to 4:00 p.m.

Expected participants also are the ESP Division Function Based Team, Dr. Edna Bayot and Dr. Edelisa Catacutan.

The agenda of the said activity is the FOT finalization of the expected task and other matters.

Your attendance to the above mentioned meeting is a must.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent 