



May 30, 2017

**DIVISION MEMORANDUM**  
 NO. 111 1628s., 2017

**COORDINATION MEETING REGARDING OPLAN BALIK ESKWELA**

TO: OIC, Assistant Schools Division Superintendent  
 Chief, CID  
 Elementary and Secondary School Heads  
 Elementary and Secondary OICs and TICs

1. This is with reference to the Opening of Classes for School Year 2017 – 2018 and to better prepare for and be able to address the possible issues and concerns that the Office might face this coming June 2017.
2. Relative to this, please be informed that there will be a Coordination Meeting with all the school heads, teachers-in-charge, officers-in charge and head teachers of both elementary, junior high and senior high on May 31 to June 1, 2017 at Bulwagang Tanglaw, DepEd Compound, Brgy. Luciano Trece Martires City Cavite, to wit:

DATE AND TIME	POSITIONS	NO. OF PARTICIPANTS
May 31, 2017, 7:00 a.m. – 10:00 a.m.	Principal I	85
May 31, 2017, 1:00 p.m. – 3:00 p.m.	Teachers-in-Charge and Officers-in-Charge	106
June 1, 2017, 8:00 a.m. – 11:00 a.m.	Principal III and Principal IV	55
June 1, 2017, 1:00 p.m. – 3:00 p.m.	Principal II	89

3. This Memorandum shall also serve as travel order to the attendees.
4. Immediate dissemination of this Memorandum is highly desired.

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