



**NOTICE OF MEETING NO. 035**

TO: Assistant Schools Division Superintendent  
Division Planning Officer  
Administrative Officer V  
Human Resource Management Officer  
Public Schools District Supervisor  
Secondary and SHS School Heads

Date: May 15, 2017

Please be informed that there will be an emergency meeting on May 16, 2017 at 10:00 a.m to 12:00 p.m. at Bulwagang Tanglaw, DepEd Compound Brgy. Luciano, Trece Martires City Cavite.

Agenda will focus the deployment of teachers for the coming SY 2017 – 2018.

Participants to the said meeting are the following:

1. Asst. Schools Division Superintendent;
2. Planning Officer
3. Administrative Officer V
4. Human Resource Management Officer
5. Administrative Assistant II (AO);
6. Administrative Aide VI (Personnel);
7. Public Schools District Supervisors; and
8. All Secondary and SHS School Heads.

Complete attendance to this meeting is highly desired.

by: ELIAS A. ALICAYA, JR. Ed.D.  
OIC-Assistant Schools Division Superintendent

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