

## NOTICE OF MEETING No. 119

TO: Elementary/Secondary School Clerks  
District Clerks  
Municipal Human Resource Coordinator

DATE: July 5, 2018

Please be informed that there will be an emergency meeting on July 10, 2018, Tuesday, 9:00 am at Bulwagang Tanglaw, Division Office Compound, Trece Martires City.

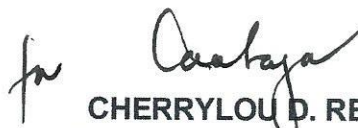
The meeting will focus on the following agenda:

1. Reiteration of the duties and responsibilities of Elementary/Secondary School Clerks, District Clerks and Municipal Human Resource Coordinators in order to facilitate smooth and fast delivery of personnel services.
2. Checking the completeness of documents forwarded to the Personnel Unit to assure continuous flow of the services.

The participants of the said meeting are:

1. Elementary/Secondary School Clerks
2. District Clerks
3. Municipal Human Resource Coordinator

Complete attendance to this meeting is highly desired.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent