



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



**MEMORANDUM**

TO: Asst. Schools Division Superintendent  
OIC, Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads  
Unit Heads of the Office of the Schools Division Superintendent  
All concerned

FROM: *for Em Atena do*  
**CHERRYLOU D. DE MESA**  
OIC-Schools Division Superintendent

SUBJECT: **DIVISION MANAGEMENT COMMITTEE MEETING ON DECEMBER 17, 2015**

DATE: December 3, 2015

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This office shall conduct a Division Management Committee Meeting on December 17, 2015 from 8:00am to 12:00pm at Tejeros Grand Ballroom, Island Cove Hotel and Leisure Park, Binakayan, Kawit Cavite.

Participants to this meeting are the Assistant Schools Division Superintendent, OIC-Assistant Schools Division Superintendent, Curriculum Implementation Division, School Governance Operation Division, Unit Heads of the Office of the Schools Division Superintendent and Elementary and Secondary School Heads.

Attendance of all concerned is hereby enjoined.