



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

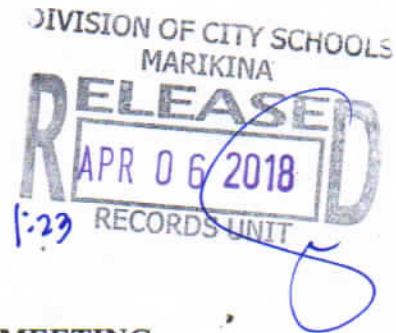
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April 5, 2018

MEMORANDUM TO:

Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools
All Concerned



**FIRST SEMESTER MEETING
OF SCHOOL CLERKS/IN-CHARGE OF PERSONNEL MATTERS**

The field is hereby advised of the First Semester Meeting for 2018 Of Human Resource Management Office staff with the School Clerks/In-Charge of Personnel Matters on April 19, 2018, from 9am to 4pm, HRMO, this Division.

It is requested that the names of the concerned **(two school personnel in charge of personnel matters)** be submitted to the HRMO on or before April 12, 2018. It is a must that the same names which will appear in the list shall also be the ones to attend the said meeting.

For immediate and strict compliance.


SHERYLL T. GAYOLA

Officer In-Charge
Office of the Schools Division Superintendent