



National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Marikina



V. Gomez St., San Roque, Marikina City TeleFax.: 646-05-44 : 646-86-42

October 11, 2017

**MEMORANDUM TO:**

OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Principals  
Officers-In-Charge  
Public Schools



**CORRIGENDUM TO THE DIVISION UNNUMBERED MEMORANDUM DATED OCTOBER 9, 2017  
RE: MEETING OF ELEMENTARY SCHOOLS ENGLISH COORDINATORS  
AND SECONDARY SCHOOLS ENGLISH COORDINATORS/HEAD TEACHERS**

The field is hereby informed that the **meeting** of all **Elementary Schools English Coordinators and Secondary Schools English Coordinators/Head Teachers** which was originally scheduled on October 18, 2017 is reset on **October 16, 2017**, 9:00 a.m. – 11:00 a.m. (Journalism Hub) and 1:00 p.m. – 3:00 p.m. (H.E. room) at Marikina Elementary School respectively.

To avoid disruption of classes, school heads are advised to make necessary adjustments on the attendance of the teachers in the meeting.

Immediate and wide dissemination of this Memorandum is desired.

For:

**HELEN GRACE V. GO, CESO VI**  
Schools Division Superintendent

By:

  
**SHERYLL T. GAYOLA**

OIC, Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent