



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RELEASED

January 31, 2020

Date: JAN 31 2020

By: _____

MEMORANDUM:


OIC, Office of the Assistant Schools Division Superintendent
Chief, Education Program Supervisor CID & SGOD
Elementary and Secondary School Heads
Officers-In-Charge
School Clerks
DTS In-charge
HR In-charge
All concerned

COORDINATION MEETING OF SCHOOL CLERKS

Please be informed that there will be a coordination meeting on Tuesday, February 4, 2020, 2:00 pm onwards at the AVR, Schools Division Office. The agenda of the meeting are as follows:

1. Authorized Personnel Identification Form
2. Checklist of documents being submitted to this office.
3. Other matters.

Immediate and wide dissemination of this memorandum is desired.


SHERYLL NGAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent