



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
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January 2, 2020

**MEMORANDUM TO:**

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


SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT  
**RELEASED**  
Date: JAN 03 2020 Time: 12:50  
By: \_\_\_\_\_

**SPECIAL MEETING FOR SCHOOL GENDER AND DEVELOPMENT (GAD)  
FOCAL PERSONS/COORDINATORS AND GUIDANCE COUNSELORS/TEACHERS**

This office announces the conduct of special meeting for the School Gender and Development (GAD) Focal Persons/Coordinators and Guidance Counselors/Teachers on January 7, 2020 from 9:00 to 11:00 AM at SDO-Marikina's audio-visual room.

School Heads are enjoined to arrange class schedule of concerned teachers to avoid disruption of classes in compliance with the DO. No 9, series of 2005 entitled Instituting Measures to Increase Engaged Time on Task and Ensuring Compliance Therewith,

Immediate dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Education Program Supervisor  
Officer-In-Charge  
Office of the Schools Division Superintendent