



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

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January 7, 2020

**MEMORANDUM TO:**

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

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

**RELEASED**

JAN 07 2020 Date: 7/2020 Time: 4:28

By: \_\_\_\_\_

**MEETING OF ALL KINDERGARTEN COORDINATORS**

The field is hereby informed that there will be a **meeting of all Kindergarten Coordinators on January 22, 2020, 1:30 PM - 4:00 PM at AVR, SDO-Marikina**

**Agenda:**

1. Enrollment
2. School forms for Kindergarten
3. Other Matters

School Heads/ OICs are advised to arrange the class schedule of the teachers concerned to avoid disruption of classes.

Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Education Program Supervisor  
Officer-In-Charge

Office of the Schools Division Superintendent