



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

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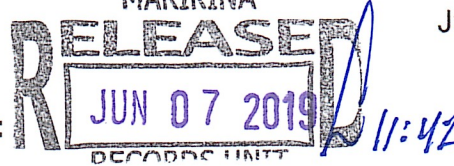


~~DIVISION OF CITY SCHOOLS~~

MARIKINA

June 6, 2019

MEMORANDUM TO:



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

**KINDERGARTEN TO GRADE 3 COORDINATORS' MEETING**

Please be informed that there will be a **meeting** of all **Kindergarten to Grade 3 Coordinators** on **June 10, 2019, 1:30 pm – 3:00pm** at **Sto. Niño Elementary School AVR**.

Agenda:

1. Preparation of Daily Lesson Log / Daily Lesson Plan
2. Classroom Observation Tool
3. Enrollment
4. Other matters

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

Immediate and wide dissemination of this Memorandum is desired.

**JOEL T. TORRECAMPO**  
Officer-In-Charge

Office of the Schools Division Superintendent