



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

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**DIVISION OF CITY SCHOOLS  
MARIKINA**

**RELEASED**  
MAY 10 2019  
RECORDS UNIT

May 9, 2019

**MEMORANDUM TO:**

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

**MEETING OF SCHOOL PLANNING TEAM**

The field is hereby informed of the **School Planning Team Meeting on May 21, 2019, from 2:00 PM to 4:00 PM at Gabaldon, Marikina Elementary School.**

The participants are at least one representative of School Planning Team and Division Appraisal Committee.

Please bring the draft of School Improvement Plan 2019-2022.

Attendance of all concerned is highly requested.

Immediate and wide dissemination of this Memorandum is desired.

  
**JOEL T. TORRECAMPO**

Officer-in-Charge  
Office of the Schools Division Superintendent