



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 27 2019  
RECORDS UNIT

May 27, 2019

**MEMORANDUM TO:**

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

**MEETING OF ALL ELEMENTARY AND SECONDARY  
SCHOOL HEADS/OFFICERS-IN-CHARGE**

Please be informed that there will be a meeting of all Elementary and Secondary School Heads / Officers-In-Charge on May 28, 2019, 1:00 PM at the SDS Conference Room, SDO-Marikina.

Agenda:

- Opening of Classes for SY 2019-2020
- School Greening Program
- Other Matters

Attendance of all concerned is enjoined.

Expenses relative to this activity shall be charged to school/local fund subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired.

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

Office of the Schools Division Superintendent