



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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November 11, 2019

MEMORANDUM TO:

OIC Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Principals, Elementary and Secondary Schools
Public Schools only

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RELEASED

NOV 11 2019

Date: _____ Time: _____

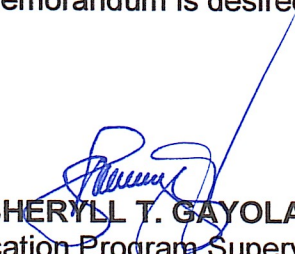
By: _____

**Meeting of Documentation Committee Members
in the 2019 October Division-wide INSET**

Please be informed that there will be a meeting of Documentation Committee Members per learning area at **MES Gabaldon Building** on **November 12, 2019, 3:00 PM**. The agenda of the meeting are as follows:

1. Finalization of Completion Report based from PRC format
2. Preparation of additional pertinent documents for submission to DepEd NEAP
3. Agreement on the dead line of submission

Immediate and wide dissemination of this Memorandum is desired.


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