



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

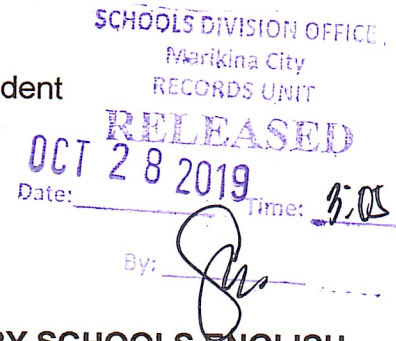
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October 28, 2019

**MEMORANDUM TO:**

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



**MEETING OF ALL ELEMENTARY AND SECONDARY SCHOOLS ENGLISH COORDINATORS AND HEAD TEACHERS**

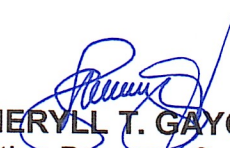
Please be informed that there will be an **emergency meeting of all Elementary and Secondary Schools English Coordinators and Head Teachers on October 30, 2019, 1:00 p.m.** at the AVR of Jesus dela Peña National High School.

Agenda:

1. English month celebration
2. National Reading Day
3. Other matters

School heads are advised to make necessary arrangements on the schedules of the concerned teachers to avoid disruption of school activities.

Immediate and wide dissemination of this Memorandum is desired.

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