



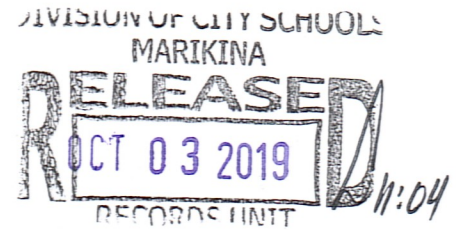
REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
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October 2, 2019

**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 SECONDARY SCHOOLS ENGLISH COORDINATORS  
AND HEAD TEACHERS**


Please be informed that there will be a **meeting of all Secondary Schools English Coordinators and Head Teachers** on **October 7, 2019, 10:00 a.m.** at Gabaldon Building, Marikina Elementary School.

Agenda:

1. October INSET
2. Reading Intervention Activities
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.

  
**JOEL T. TORRECAMPO**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent