



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

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SEP 26 2018

MEMORANDUM TO:

Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools

DIVISION OF CITY SCHOOLS
MARIKINA



**MEETING OF ELEMENTARY AND SECONDARY SCHOOL ENGLISH
COORDINATORS AND HEAD TEACHERS**

Please be informed that there will be a **meeting** of all Elementary and Secondary School English Coordinators/Head Teachers on the following schedule:

October 1, 2018	Sto. Niño ES, Conference Room	9:00 a.m. – 11:30 a.m.	Elementary
October 2, 2018	Sto. Niño ES, Conference Room	9:00 a.m. – 11:30 a.m.	Secondary

Agenda:

1. Results of the First Periodic Test & Intervention
2. November 2018 – English Month Celebration
3. School level roll-out on the Remedial Reading Instruction
4. Submission of Teachers' Schedule on the Reading Remediation Instruction
5. Other Matters

School heads are requested to make necessary arrangement on the teaching schedule of the concerned teachers to avoid disruption of classes.

Wide dissemination of this Memorandum is desired.

For:

SHERYLL T. GAYOLA

Officer-in-Charge

OIC, Office of the Schools Division Superintendent

CEASAR AUGUSTOS E. CEBUJANO

OIC, Office of the Schools Division Superintendent