



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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January 9, 2019

DIVISION MEMORANDUM

No. 028, series of 2019

EMERGENCY MEETING WITH ALL SCHOOL HEADS

TO: Chief Education Supervisor- CID
Public Schools District Supervisors

Attn: School Heads of Public Elementary and Secondary Schools

1. All school heads of public elementary and secondary schools are hereby directed to attend the Emergency Meeting on Friday, January 11, 2019 at 1:00 o'clock in the afternoon at the Division Conference Room.
2. Important matters relevant to the efficient delivery of services like MOOE release shall be discussed hence, attendance of all school heads is required. Proxy is therefore not allowed.
3. School heads are further directed to come early since the meeting shall start at exactly 1:00 o'clock in the afternoon.
4. Travel and other expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations
5. For dissemination, information and compliance.

WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
19-25820

DATE: JAN 09 2019 TIME: 2:19 PM

BY: _____

EAH: Emergency Meeting with School Heads
9 January 2019