



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

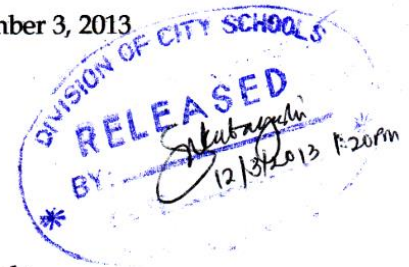
Tel. no. 533-60-85 Fax. no.532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com



December 3, 2013

MEMORANDUM TO:

OIC-Assistant Schools Division Superintendent
Education / District Supervisors
Principals, Public Elementary and Secondary Schools




It has come to the attention of this office that services of some our teachers are being utilized by the Central and Regional Office to conferences, seminars, trainings-workshops and meetings either as resource speakers, coordinators, or participants for a duration of more than two (2) days.

This office interposes no objection on the aforesaid activities, however, the policy of no disruption of classes shall be strictly adhered to.

Likewise, School Heads are advised/reminded to see to it that proper replacement/substitution is to be in-placed prior to such activities to be attended. The learning process of our pupils /students is still our top priority/main concern.

Please be guided accordingly.


EVANGELINE P. LADINES
Officer In-charge
Office of the Schools Division Superintendent