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Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
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DIVISION OF CITY SCHOOLS
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MEMORANDUM

TO: OIC, Assist. Schools Division Superintendent
Education Program Supervisors/ Public Schools District Supervisor
Principals, Public Elementary Schools

Subject: **MEETING OF GRADES 2 AND 3 GRADE LEVEL COORDINATORS AND ONE MASTER TEACHER PER SCHOOL**

Date: March 6, 2014

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1. In preparation for the Summer Reading and Science Camp, a meeting of **Grade 2 and 3 Grade Level Coordinators and at least one (1) Master Teacher per school** shall be conducted on **March 14, 2014, 1:30 p.m.** at the **Division Conference Hall.**

2. Agenda:

   - Pupils to attend the Camp
   - Teachers to serve during the Camp
   - Plan of Activities
   - Other Matters

3. Wide dissemination of this **Memorandum** is desired.

EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent