

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

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MEMORANDUM


TO: Education Program Supervisors/District Supervisor
Principals, Public Elementary and Secondary Schools

Subject: **URGENT MEETING OF ELEMENTARY AND SECONDARY ENGLISH
HEAD TEACHERS, COORDINATORS AND TEST WRITERS**

Date: December 10, 2014

DIVISION OF CITY SCHOOLS
RELEASED
BY: *Alatun*
DATE: 12/10/2014
12:03 PM

1. The English Head Teachers, Coordinators and Test Writers both in the Elementary and Secondary shall have an urgent meeting on **December 12, 2014 (Friday), 2:00 PM** at **Ilaya Barangka Integrated School (IBIS)**.
2. Agenda:
 - NAT Preparation
 - Preparation of the Third Periodic Exam
3. The Summative Test Writers shall meet on the first week of January 2015 to give them ample time to finish all the test questions from the First Grading to the Fourth Grading.
4. Wide dissemination of this **Memorandum** is desired.


NERISSA L. LOSARIA, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent *lpe*