



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

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April 22, 2015

MEMORANDUM

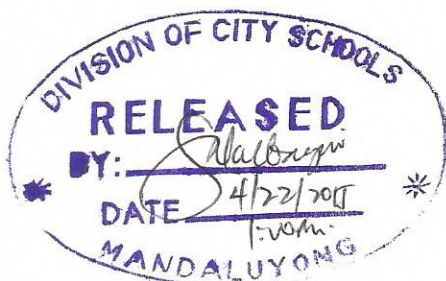
**TO : Assistant Schools Division Superintendent
Education Program / Public School District Supervisor
Elementary & Secondary Public School Principals
Division Office Section Chiefs & Accounting Staff**

RE : Sixth Division Executive Meeting

This is to inform you that our Sixth Division Executive Meeting, will be held on **April 24, 2015 from 12:45 PM to 4:00 PM at the Division Office Conference Room**. The host will be **Addition Hills Integrated School (AHIS)**.

Attendance of all the above-cited school officials and personnel is required. The agenda is attached for your perusal.

For your guidance and compliance.




DR. NERISSA L. LOSARIA, CESO VI
Officer-In-Charge
Schools Division Superintendent

6th Division Executive Meeting

D.O. Conference Room

Schedule : April 24, 2015

12:45 PM – 4:00 PM

Hosts: *Addition Hills Integrated School*

- | | | | |
|------|--|-------|----------------------------|
| I. | Registration | ----- | 12:45 - 1:00 PM |
| II. | Opening Program | ----- | 1:00 - 1:30 PM
c/o AHIS |
| III. | Preliminary Parts | ----- | 1:30 - 1:45 PM |
| | Call to Order | | Dr. Losaria |
| | Approval of the Minutes of the Previous Meeting | | Mrs. Hilario (MES) |
| IV. | Meeting Proper | | |
| | A. Supervisors / Coordinators | ----- | 1:45 - 2:45 PM |
| | <i>Updates on program / project</i> | | |
| | <i>Implementation by Special area or Subject area</i> | | |
| | B. Announcements from Division Office | | |
| | Section Chiefs | | |
| | C. OIC-SDS Hour | ----- | 2:45 - 4:00 PM |
| | 1. Consultation Meetings on School Improvement and School Climate Survey | | |
| | 2. Internal Control System on Financial Management | | |
| | 3. On-going Enrolment Process | | |
| | 4. Summer Training for Non-Readers (Elementary and Secondary) | | |
| | • Beginner Proficiency Level by Learning Area | | |

5. Security with Schools

- Incident reporting to Region

6. Senior High School Updates

7. Acknowledgement of NSPC Winners

8. RatPlan Completed by June

V. Closing Prayer ----- AHIS