



CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : OIC Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Planning Officer
Elementary and Secondary School Heads
Head Teachers, Teacher-In-Charge, Officer-In-Charge
All Others Concerned

FROM : **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **YEAR-END RITES CONSULTATIVE MEETING**

DATE : March 5, 2018

Be informed that there will be a consultative meeting of all the school heads regarding the year-end rites and other related matters on March 6, 2018, Tuesday, at San Isidro Elementary School Conference Room from 8:00 am – 12:00 nn.

A registration fee of Php 100 shall be collected to defray meals and other operating and incidental expenses chargeable against canteen fund and subject to the usual accounting rules and procedures.

Widest dissemination of this Memorandum to all concerned is highly appreciated.