




MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
OIC – Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Accountant III
Administrative Officer V – Budget Officer
Public Secondary School Heads
Public Senior High School Coordinators
Public Secondary Property Custodian
All Others Concerned

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

SUBJECT : **ORIENTATION MEETING ON THE DOWNLOADING OF 2018 FUNDS FOR THE PROCUREMENT OF LEARNING MATERIALS**

DATE : November 19, 2018

Please be informed that there will be an orientation meeting of all Secondary School Heads, Senior High School Coordinators and Property Custodian on November 20, 2018, 1 o'clock in the afternoon at San Isidro Elementary School.

Attendance is a must.

Immediate and wide dissemination of this Memorandum is desired.

UM-591, s. 2018

@MFB-aedc., 2018