



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM

TO : Secondary School Heads

FROM : JOSE L. DONCILLO, CESO VI
Assistant Schools Division Superintendent
Officer In – Charge

SUBJECT: DIVISION CONSULTATIVE MEETING OF SECONDARY ENGLISH TEACHERS

DATE: July 1, 2013

Please advise your Secondary English teachers and majors to attend a consultative meeting on **July 5, 2013 at the Division Office Conference Hall C at 8:00 a.m.**

The said consultative meeting aims to ;

1. Reorient Secondary English teachers as regards the preparation of Lesson Plans and Learning Modules/Materials in the K to 12 and BEC orientation.
2. School Publication Matters
3. Upcoming Regional & Division Contests (Press Con, Patiribayan)
4. Elect Officers for the Division Secondary English Teachers Association
5. Other Matters, Clearing House

Travel expenses shall be charged against school's MOOE subject to the usual accounting and auditing rules and regulations.

For immediate dissemination and compliance.