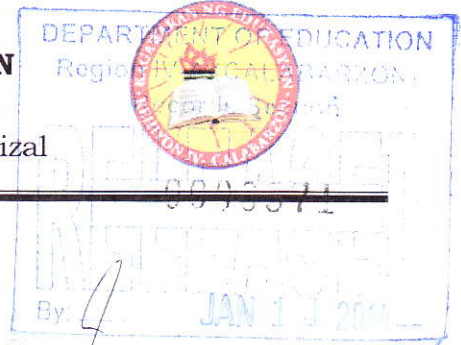




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



MEMORANDUM

TO: SCHOOLS DIVISION SUPERINTENDENTS

FROM: DIOSDADO M. SAN ANTONIO
Director III
Officer-In-Charge
Office of the Regional Director

**SUBJECT: MEETING OF DIVISION COORDINATORS IN CHARGE OF
SPECIFIED SPECIAL PROGRAMS AND PROJECTS**

DATE: January 14, 2014

In cognizant of the regional thrust of transparent governance and in line with the implementation of the region's strategic actions, there will be a meeting of Division Coordinators in charge of specified special programs and projects on January 17, 2014 at 9 a.m. at Tanza National Trade School, Paradahana 1, Tanza, Cavite.

The meeting aims to review the accomplishments and plan activities for CY 2014 and synchronize the submission of reports using unified template.

The participants to this meeting are the Division Coordinators in charge of Information and Communications Technology (ICT), Gender and Development (GAD), Disaster Risk Reduction and Management (DRRM), Youth Environmental in School-Organization (YES-O) and the Division Information Officers (DIOs). They are advised to bring the 2013 Action Plan and Accomplishment Report.

Travel expenses relative to the conduct of this meeting shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

100% attendance of the participants is expected.

Immediate dissemination of this Memorandum is desired.

ess/ngg

Received: Joseph
1/14/14
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