



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



July 13, 2021

Regional Memorandum

MEETING FOR ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS

TO: **Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendent**

1. The Department of Education Region 4A CALABARZON will conduct an on-site meeting with the Assistant Schools Division Superintendents on Thursday, July 15, 2021, 8:30 am at RO, Bulwagan ng Karangalan.
2. Participants to the meeting are the Assistant Regional Director and Assistant Schools Division Superintendents.
3. The meeting's agenda are:
 - a. Orientation on ASDSs roles, functions and KRAs;
 - b. ASDSs training needs;
 - c. Welcome Program for new ASDSs; and
 - d. Election of Officers
4. Expenses relative to the conduct of the said activity shall be charged against local funds, but lunch shall be charged against local funds of the Division of Rizal, subject to the usual accounting and auditing rules and regulations.
5. Participants are expected to adhere to strict health protocols. They are requested to wear face mask, face shield and observe physical distancing at all times in the meeting venue.
6. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

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"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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