



Republic of the Philippine
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600

FILE



DIVISION MEMORANDUM

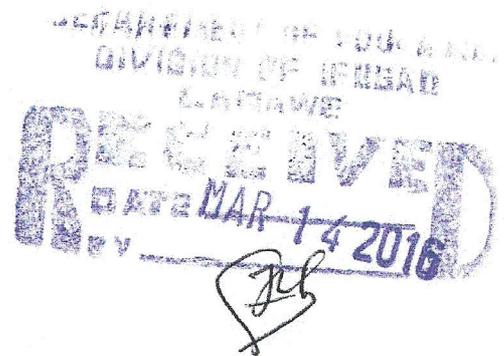
No. 45 s. 2016

TO : Secondary and Elementary School Heads

FROM : **SALLY B. ULLALIM, CESO V**
Schools Division Superintendent

SUBJECT : **Staff Meeting of School Heads**

DATE : March 14, 2016



1. There will be a cluster meeting of school heads at the following dates and venues:

Date	Venue	Participants (by districts & Cluster)
March 21, 2016	Alfonso Lista Central School, Alfonso Lista, Ifugao	CLUSTER 1- Mayoyao, Aguinaldo & Alfonso Lista
March 22, 2016	Ammungan Hall, Schools Division Office, Lagawe, Ifugao	CLUSTER 2- Banaue, Hungduan, Tinoc & Hingyon
March 23, 2016	Ammungan Hall, Schools Division Office, Lagawe, Ifugao	CLUSTER 3 - Lagawe, Lamut, Kiangan & Asipulo

1. The activity aims to familiarize school heads on preparing performance rating and disseminate information relative to their roles, functions and responsibilities.
2. Participants to this meeting are elementary and secondary school heads. Arrival and registration of participants is at 7:00- 8:00 in the morning and to be followed immediately by the opening program.
3. A registration fee of Php 170.00 will be collected **upon registration** from each school head participant to defray expenses on 1 meal (lunch) & 2 snacks (AM &PM). Registration fee, accommodation and travel expenses relative to the attendance to said activity are chargeable against local funds subject to usual auditing rules and regulations.
4. For compliance


ITL/3/14/2016