



Republic of the Philippines  
Department of Education – Region III  
**TARLAC CITY SCHOOLS DIVISION**  
Juan Luna St., Sto. Cristo, Tarlac City 2300



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**DIVISION MEMORANDUM**

No. 224, s. 2019

Date : September 05, 2019

To : OIC-ASDS,  
Division Chiefs,  
PSDSs, EPSVRs,  
School Heads of Public Elementary  
and Secondary Schools  
All Others Concerned

From : The Office of the Schools Division Superintendent

Subject : **DIVISION MANAGEMENT COMMITTEE MEETING**

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1. This Schools Division Office hereby announces the schedule of the Management Committee Meeting on September 12, 2019 from 9:00 am to 12:00 nn at Ichi Chan Restaurant, Tarlac City.
2. The agenda of the meeting includes the following:
  - a. **CID Concerns**
    - Announcement and reminders on the activities of the different learning areas
  - b. **SGOD Concerns**
    - Dengue Surveillance Report
    - Enhancement Training for Sports Officials
    - SBM Updates
    - 2019 Search for Outstanding Teachers and School Heads
    - World Teachers Day
    - Announcement and reminders on the activities of the different units
  - c. **OSDS Concerns**
    - Canteen Management and Updates on Administrative Cases
    - Preparation of 2020 APP-CSE
  - d. **ASDS Concerns**
    - 2019 Regional Festival of Talents
  - e. **SDS Hour**

3. Participants to this activity are the 103 School Heads (**NO PROXY ALLOWED**), Unit Heads, and the key officials of the Division Office.
4. An amount of Php 350.00 shall be collected from the School Heads to shoulder the expenses on meals chargeable against School MOOE and Division MOOE for the Division Office Personnel subject to usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.



  
**TERESA D. MABABA, CESO V**  
Schools Division Superintendent