



DIVISION MEMORANDUM

No. 165, s. 2019

To: ASDS
All Division Chiefs
EPS
SEPS
All Section Chiefs

From: **MARILOU B. DEDUMO, Ph.D., CESO V**
Schools Division Superintendent

Date: April 5, 2019

Subject: **STAFF MEETING**

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1. A Staff Meeting will be called on April 10, 2019 at the Division Office Conference Room at 9:00 a.m. – 5:00 p.m.
 2. The ASDS, the 2 Chiefs, all EPS, SEPS and Section Chiefs are required to attend.
 3. Important agenda to be discussed are the following:
 - a. PRIME HR
 - b. ISO Preparation
 - c. Summer Trainings
 - d. Policy on Travel
 - e. Presentation of Reports re: Graduation Rites Observation
 - f. Programs Implementation
 - g. Brigada Eskwela/ Brigada Opisina
 - h. Gulayan sa Division
 - i. Other matters
 4. Attendance is compulsory.