



MEMORANDUM


TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Section Heads, SEPS, EPS II

SUBJECT : FINALIZATION OF THE ACTIVITIES FOR THE FY 2019

FROM : THE SCHOOLS DIVISION SUPERINTENDENT

DATE : February 1, 2019

1. To achieve the goals, priorities and timely implementation of Work and Financial Plan (WFP) in the specific SDO Units / Sections (OSDS, CID and SGOD), this Office hereby conduct a conference to finalize the activities for FY 2019 on **February 5, 2019 at 1:00 P.M.** at the Office of the Schools Division Superintendent.
2. In this connection, all Section Heads and program/ activity owners in the specific SDO Units / Sections (OSDS, CID and SGOD) are required to attend and bring their WFP for FY 2019. Attendance is compulsory.
3. For strict compliance.


ROSALIE M. PASAOL, Ed.D., CESO V
Schools Division Superintendent

