



**DIVISION MEMORANDUM**

No. 75, s. 2018

TO: **OIC – Asst. Schools Division Superintendent  
Chiefs, Curriculum Implementation and  
School Governance and Operations Divisions  
Education Program Supervisors  
Secondary School Heads  
This Division**

FROM: **LEONARDO M. BALALA, CESE**   
Schools Division Superintendent

SUBJECT: **SECONDARY SCHOOL HEADS' CONFERENCE**

DATE: July 18, 2018

1. In view of the additional information required in the presentation of report during the 2<sup>nd</sup> Quarter Regional Monitoring and Evaluation and Plan Adjustment which shall be held on July 30 – 31, 2018, please be informed that there will be a Secondary School Heads' Conference on July 20, 2018 at the Anak Mindanao Building, TPES Compound, City of Tacurong. The meeting will start at 8:30 in the morning.
2. The participants to this meeting are the OIC – Asst. Schools Division Superintendent, CID and SGOD Chiefs, all Education Program Supervisors, all Secondary School Heads, all Assistant to the Principal in – charge of the Learner Support in the Senior High School, SEPS for Monitoring and Evaluation and SEPS for Planning and Research.
3. For your reference, please find herewith the toolkit for the RMEPA in order to be guided of the data to be prepared and brought during the meeting.
4. Expenses to be incurred during the said meeting shall be charged against local funds.
5. The attendance of all concerned is enjoined.