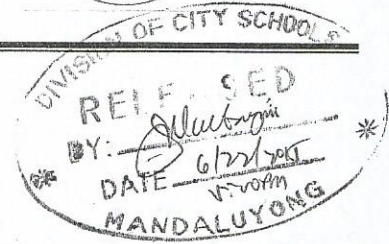




Republic of the Philippines  
 Department of Education  
 National Capital Region  
**SCHOOLS DIVISION OFFICE**  
 City of Mandaluyong

Tel. no. 533-49-31 / 35 Fax. no.532-71-17  
 E-Mail Address: [depedmandaluyong@gmail.com](mailto:depedmandaluyong@gmail.com)  
 Official Website: [depedmandaluyong.wordpress.com](http://depedmandaluyong.wordpress.com)



**DIVISION MEMORANDUM**

**TO:** Chief Education Supervisors, SGOD/CID  
 Education Program Supervisors  
 Curriculum Implementation Division Officials  
 School Governance and Operations Division Officials  
 Principals, Public Elementary and Secondary Schools

**Subject:** **SCHEDULE of MEETINGS and SUBMISSION of WORK PLANS of ENGLISH DEPARTMENT HEADS/COORDINATORS, S.Y. 2015-2016**

**Date:** June 22, 2015

- To provide venues in the discussion of issues related to the teaching of English necessary in decision making, a Monthly Meeting of English Department Heads and English Coordinators was agreed to be held every **First Friday** of the month at **2:00 PM** in the following schools:

July..... BJNHS  
 August..... AHIS  
 September..... ILIS  
 October..... MPNAG  
 November..... DPCGES  
 December..... IBIS  
 January..... PPCES  
 February..... HHIS  
 March..... HES

- In case of unexpected schedule changes or conflicts, a corrigendum shall be issued prior to the conduct of the meeting.
- Also, in preparation for the Division Planning in English and for monitoring purposes, English Department Heads and School Coordinators must submit their **Work Plan of Activities** on or before **June 25, 2015**.
- Wide and immediate dissemination of this memorandum is desired.

For:

**NERISSA L. LOSARIA, CESO VI**  
 Officer In-charge  
 Office of the Schools Division Superintendent

By:

**EMMA G. ARRUBIO**  
 Chief Education Supervisor, SGOD  
 In-charge of the Division