



Department of Education  
Region X - Northern Mindanao  
Division of Malaybalay City

D77-2019-03-106  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: MAR 27 11:40  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 106, s. 2019

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors – SGOD and CID  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM :  **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

DATE : March 20, 2019

SUBJECT: **JOINT MEETING OF SCHOOL HEADS AND SCHOOL PTA  
PRESIDENTS**

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1. In consonance with the conduct of End of School Year (EOSY) Rites, there will be a Joint Meeting of School Heads and school PTA Presidents on **March 21, 2019, 3:00 PM** at Casisang Central Multi-purpose Hall, Casisang, Malaybalay City.
2. School Heads are required to bring the First School Heads Meeting and Second School Heads Meeting discussion kits.
3. Transportation and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules.
4. There will be no proxies allowed.
5. School Heads shall bring sample student clearances as file copies of the Office.
6. Queries relative to this can be relayed to Marsfifth M. Mamawag, SEPS at 09653159984.

Copy furnished: School Mobilization Section  
Records Section

**TO BE POSTED IN THE WEBSITE**