



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
*City of Kabankalan*

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MEMORANDUM NO. \_\_\_\_\_ s. 2018

TO : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Administrative Officer V  
Public School District Supervisors  
City Sports Meet Committee Chairmen  
All Others Concerned

FROM :  **MA LORLINE M. ORTILLO, CESO VI**  
Schools Division Superintendent

DATE : September 4, 2018

SUBJECT : **DIVISION COORDINATION MEETING**

1. In preparation for the forthcoming City Sports Meet and World Teachers' Day Celebration, there will be a Division Coordination Meeting on **September 10, 2018 from 8:00 am to 12:00 nn at the Division Conference Hall.**
2. Participants are the ASDS, personnel from Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), Administrative Officer V, Information Technology Officer, Budget Officer and Chairpersons of the different committees for the city sports meet.
3. Chairpersons of the different committees shall report the status of their preparation for the forthcoming city sports meet.
4. For immediate dissemination and compliance.