



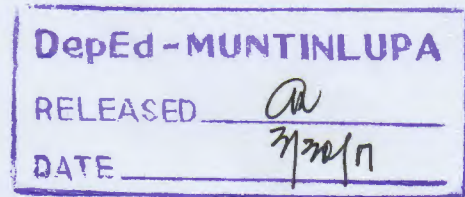
Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

March 29, 2017

DIVISION MEMORANDUM

To: OIC-Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Division/ District Supervisors/ Coordinators
Public Elementary and Secondary School Principals/ OICs



8th SCIENCE COORDINATORS MEETING

1. There will be a Division Meeting of School Coordinators in Science both in Elementary and High School on Wednesday April 5, 2017 at 1:00 pm to be held at the Schools Division Office, 3rd Floor Conference Room.
2. Only the officially designated Department Heads/ Science Coordinators should attend. Moreover, necessary measures must be taken to avoid disruption of classes of those concerned.
3. The agenda of the meeting:
 - a. MTOT (Mass Training of Teachers)
 - b. DLL (Daily Lesson Log)
 - c. Science Coordinator/ Department Heads must submit the following
 - Accomplishment Report 2016-2017
 - MPs Result of Fourth Quarter
 - Training Needs Analysis per Grade Level
4. Immediate and wide dissemination of this Memorandum is desired.

MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent

