

**MEMORANDUM:**

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
Elementary and Secondary School Liaison Officers

**FROM :** DR. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent

**RE :** Meeting of Elementary and Secondary School Liaison Officers

**Date :** March 2, 2016

There will be meeting of all Elementary and Secondary School Liaison Officers on Friday, March 4, 2016 at 1:00 o'clock in the afternoon at the Division Conference Room.

**Agenda:**

1. Employees Profile
2. Plantilla of Personnel
3. Appointment of Teachers
4. Other matters

Everyone is requested to bring flash drive (usb) and masterlist of school personnel.

Attendance of all concerned is a must.