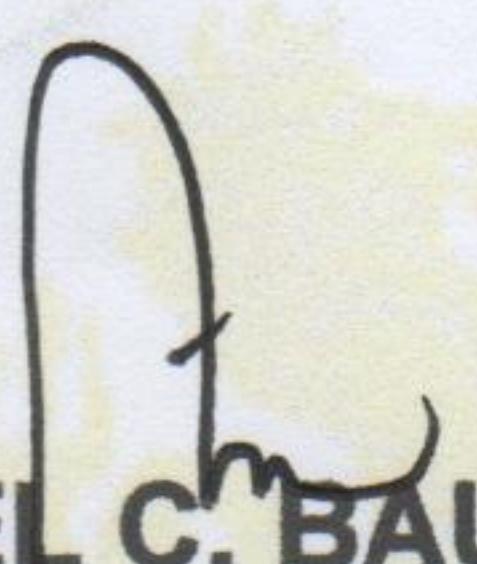


**MEMORANDUM**

**TO :** OIC - Office of the Assistant Schools Division Superintendent  
Chiefs, Curriculum Implementation Division (CID)  
School Governance Operation Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Sports Chairmen  
Committee Chairmen

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

**SUBJECT :** **MEETING OF TECHNICAL WORKING GROUP/COMMITTEE CHAIRMEN FOR STCAA**

**DATE :** January 7, 2016

In preparation for the Live-in training and STCAA Proper, there will be a meeting to finalize our duties and functions, terms of references as chairmen of the different committees which will be held at the Division Conference Room on January 15, 2016 at 1:00 in the afternoon.

Chairmen are requested to submit their terms of reference to be discussed in the said meeting.

One hundred percent attendance is a MUST.

UM- 015, s. 2016

@LAM, 2016