

MEMORANDUM

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary School Heads

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

SUBJECT : Schedule of Evaluation, Deliberation and Interview of
Elementary School Heads

DATE : January 25, 2016

Please be informed that the Evaluation, Deliberation and Interview of School Heads in the elementary level will be at the **Division Office Conference Room** from **8:00 am to 5:00 pm**, on the following schedule:

Date	School Head
February 1, 2016	Elementary TIC's/HT's
February 2, 2016	Elementary Principal I
February 4, 2016	Elementary Principal I & II
February 5, 2016	Principal III & IV

The order of evaluation shall be on first come first serve basis.

Please be guided accordingly.