

**MEMORANDUM**

**To:** Public Schools District Supervisors  
Elementary and Secondary School Heads  
Canteen Managers

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

**Subject:** MEETING OF SCHOOL HEADS AND CANTEEN MANAGERS

**Date:** February 19, 2016

Please be informed that there will be a meeting of all elementary and secondary school heads and canteen managers on February 22, 2016 at DLRC of San Isidro Elementary School schedules as follows:

Elementary Level	-	8:30 AM
Secondary Level	-	2:00 PM

A registration fee of One Hundred Pesos (Php100.00) shall be charged each participants to defray snack chargeable against canteen funds.

Attendance of all concerned is a MUST.

UM- 96 s. 2016  
@MFB