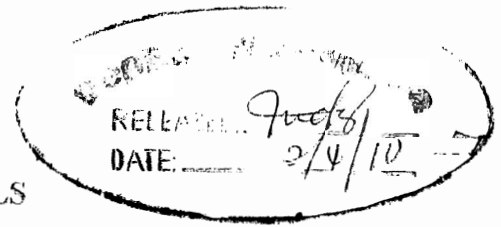


Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Muntinlupa



February 4, 2010

DIVISION MEMORANDUM

TLE/EPP DEPARTMENT HEADS/COORDINATORS MONTHLY MEETING

To: Division Supervisors and Coordinators
Public Secondary and Elementary School Principals
TLE/EPP Department Heads and Coordinators


1. This is to inform the field that the **TLE/EPP DEPT. HEADS/COORDINATORS MEETING** will be held on Friday, February 5, 2010, 1:00 p.m. at Tunasan Elem. School. The agenda to be tackled are the following:

- 1.1 Division and Regional On-the-Spot Performance Evaluation in EPP
- 1.2 Division On-the-Spot Performance Evaluation in TLE
- 1.3 Evaluation of STEP-RSDC Participation
- 1.4 Other Matters

2. The coordinators/teachers with classes should make arrangements with their Principals so that classes won't be disrupted.

3. 100% attendance and punctuality of all concerned are highly requested.

4. Immediate dissemination of this Memorandum is desired.


DOMINICO C. IDANAN, Ed. D.
Officer-In-Charge
Office of the Schools Division Superintendent