



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 616 s. 2024

18 OCT 2024

PLANNING MEETING WITH SCHOOL HEADS AND SCHOOL PTA PRESIDENTS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the division's hosting of the National Reading Month Celebration this November, this Office shall conduct a Planning Meeting with School Heads and School PTA Presidents at the SDO Conference Hall on October 21, 2024 at 2:00 PM.
2. The agenda of the meeting are the following:
 - a. overview of the planned/proposed activities;
 - b. roles and responsibilities of committees/teams;
 - c. budget and resource allocations;
 - d. timeline of activities' and
 - e. other matters
3. Immediate and wide dissemination of this Memorandum is desired.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None

References: None

To be included in the Perpetual Index
Under the following subject:

PLANNING MEETING
NATIONAL READING MONTH

CID/JPP/DM_2024_PLANNINGMEETING_NRM
/24221/ October 17, 2024



DepEd Batac City



batac.city@deped.gov.ph



www.csdбатаc.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993