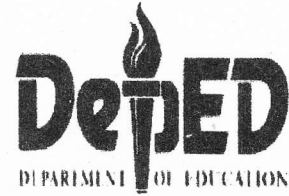




Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
**QUEZON CITY**  
Nueva Ecija St., Bago Bantay,



August 2, 2011

**MEMORANDUM TO:**

Assistant Schools Division Superintendents  
Division Supervisors  
Secondary School Principals,  
Head Teachers/Chairmen/Master Teachers

**DIVISION MEETING IN SECONDARY MATHEMATICS**

In line with the implementation of the Division's Programs and Projects in Secondary Mathematics for the SY 2011 - 2012, the second division meeting of all Mathematics Head Teachers/Chairmen and Master Teachers will be held at Commonwealth High School on August 9, 2011 from 8:00 A.M. to 11:30 A.M. for afternoon teachers and 1:00 P.M. to 4:30 P.M. for morning teachers.

**Agenda:**

1. Update on the Calendar of Activities for SY 2011 - 2012.
2. School Action Plan/Division Action Plan
3. Plans for the conduct of the First Periodical Tests
4. Analysis of the Inventory Test for Teachers & NAT results
5. Other matters.

All concerned are requested to come early in the morning session for the demonstration lesson in Mathematics IV of **ERLINA S. EVANGELISTA**, Teacher I from the same school.

It is requested that special arrangement be made to avoid disruption of classes.

Immediate dissemination of this Memorandum to all concerned is desired.

**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent