



Office of the Schools Division Superintendent

April 3, 2025

Division Memorandum
 No. 47, s.2025

Meeting of All Elementary School Heads

TO Assistant Schools Division Superintendent
Chief Education Supervisors (CID, SGOD)
Education Program Supervisors
Public Schools District Supervisors
 Public School Principals/School Heads (Elem. & Sec.)
All others concerned
 This Division

Please be informed that there will be a meeting of all elementary school heads on **April 7, 2025, at 3:00 PM** at the **ZSNHS-SHS Conference Room, Pagadian City**. Your presence is highly required as we will discuss important matters concerning school preparations for the upcoming elections.

Agenda:

1. Preparation of rooms to be used by PNP personnel who will secure the election paraphernalia.
2. Water supply.
3. Lighting facilities.
4. Monitoring the readiness of the schools.

Your cooperation and punctuality are highly appreciated. Should you have any concerns or suggestions, please feel free to bring them up during the meeting.

For your guidance and compliance.

DANNY E. CORDOVA, EdD, CESO V
 Schools Division Superintendent

SANAS_EPS/SGOD
 _____/April 3, 2025

