



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



08 April 2019

DIVISION MEMORANDUM
No. 088, s. 2019

**CLARIFICATORY MEETING ON THE ROLES AND FUNCTIONS OF SECONDARY
SCHOOLS IMPLEMENTING UNITS**

To: OIC-ASDS
Secondary School Principals of Implementing Units

1. This is to inform you of the conduct of a clarificatory meeting on April 10, 2019 at 1:30pm at the SDO Conference Hall, Bantay, Ilocos Sur.
2. Participants to the meeting are the following:
 - a. School Principals of Implementing Units
 - b. Assistant School Principals
 - c. Department Heads
 - d. Administrative Officers IV (JHS)
 - e. Administrative Officers II (SHS)
 - f. HRMO designates (Implementing Units with no Administrative Officers)
3. Travelling expenses shall be charged against School MOOE subject to existing accounting and auditing rules and regulations.
4. For information, guidance and attendance of all concerned.

GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

Clarificatory Meeting	Implementing Units	Roles and Functions
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