



DEP-ED-NUEVA ECIJA
RELEASED
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Division Memorandum
Number 163, s. 2016

RECORDS SECTION

**Consultative Conference of English Department Heads/Coordinators/
District English Coordinators**

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Secondary School Principals
District English Coordinators
English Department Heads
All other concerned

1. There shall be a consultative meeting of all English Department Heads/Coordinators from 9:00 to 12:00 AM and District English Coordinators from 1:30 to 5:00 PM on Friday, July 08, 2016 at Nueva Ecija High School library.
2. The agenda of this meeting will be:
 - a. Calendaring of Activities, Programs and Projects in English
 - b. School Implementation Plan/ Action Plan
 - c. Pre -test results
 - d. Other matters
3. Submit pre-test and reading inventory reports of pupils/students and a copy of school implementation plan/action plan.
4. Travel expenses of English Department Heads/Coordinators/ District English Coordinators shall be charged to MOOE/school/local funds subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

✓ **RONALDO A. POZON, Ph.D., CESO V**
Schools Division Superintendent

ERICSON S. SABACAN, Ed.D.
Officer-In-Charge
Office of the ASDS

MRC-Memo_Consultative Conference
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GREATER HEIGHTS