



October 12, 2016

DIVISION MEMORANDUM

No. 634, s. 2016

EMERGENCY MEETING TO ALL DISTRICT SPED & KINDERGARTEN COORDINATORS

TO : All District SPED and Kindergarten Coordinators
(Thru the School Heads & PSDSs)

1. This office informs all District SPED & Kindergarten Coordinators to attend the Emergency Meeting on Monday, October 17, 2016 @ 8:00 a.m. to 5:00 pm, 2nd floor, Conference Room, Division Office.
2. The participants of this meeting are those who attended the Division Conference in SPED and Kindergarten last September with Ms. K. Sedillo. Mrs. Darlene Palarpalar and Mrs. Betchie Paculanang are also advised to attend.
3. The main purpose of this meeting is to discuss the topics to be delivered by the Coordinators on the coming District INSET.
4. Please bring the following during the said meeting;
 - a. Kindergarten Coordinators – DepEd Order # 47, s. 2016
Kindergarten Workbook
 - b. SPED Coordinators – Handbook for Special Education c/o Ms. Sedillo
CD
5. Travelling and other incidental expenses incurred during the meeting will be charged to School MOOE/ SPED fund subject to the usual accounting rules and guidelines.
6. Please don't fail to come. **NO PROXY IS ALLOWED**
7. For your information and guidance.


LELANIE T. CABRERA, CESE

Assistant Schools Division Superintendent
Officer- In- Charge

13 OCT 2016

