



Region I
SCHOOLS DIVISION OFFICE
Dagupan City

RELEASED
DEFED
DATE DEC 05 2017
BY: *[Signature]*

MEMORANDUM

TO:: All Principals/Heads
Elementary & Secondary Private Schools

FROM: *[Signature]*
DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent

SUBJECT: **ORIENTATION MEETING**

DATE: **December 5, 2017**

In view of the required Year End Report from Private Schools, an orientation meeting will be held at the Division Training Center, Division Office, December 6, 2017, 2:00 o'clock in the afternoon.

In this regard, each school head must bring the following:

- a. Copy of SEC Registration
- b. Copy of permit to operate/recognition
- c. School Calendar (SY: 2017-2018)