Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

**LILOAN NHS – Don Bosco Extension**

Cotcot, Lilo-an, Cebu 6002

September 2, 2019

**ASP2 Memorandum**

**No. 01, s. 2019**

**1st Faculty Meeting**

**TO**: **18 JHS & 5 SHS TEACHERS:**

1. This Office hereby informs all of you of the 1st Faculty Meeting on September 3, 2019 @ **12:00 to 1:00 PM** @ the Conference Area where the SMEA was held.
2. Agenda:

### 2.1 Filling up of the CO Monitoring for Q1.

### 2.2 Display of Vacant Periods of Dr. Chere & Dr. Brenda, for the teachers to choose from for CO for Q2.

### 2.3 ASP2’s Vacant Periods, is always 8:00 – 12:00 and 1:00 – 5:00 PM. Every Monday, Tuesday & Wednesday.

### 2.4 Dr. Pegarido’s Vacant Periods, is always 8:00 – 12:00 and 1:00 – 5:00 PM. Every Thursday & Friday.

### 2.5 Subject Coordinator’s Report

### 2.6 Year Level Coordinator’s Report

### 2.7 Each Teacher’s Ancillary Report

### 2.8 Others

1. Immediate dissemination and compliance with this Memorandum is expected.

**CARMELITO M. LAURON, SR.**

 Assistant School Principal II

Distribution:

1. Bulletin Board
2. FB GC & LNHS Website Page
3. Dr. Hipolito Q. Pegarido, Jr. (thru electronic means)