



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

October 17, 2023

DIVISION MEMORANDUM

No. **448** s. 2023

To : Public Schools District Supervisor
Elementary School Principals and Heads
Administrative Officers II

VIRTUAL MEETING OF ELEMENTARY ADMINISTRATIVE OFFICERS

1. Please be informed that there will be a virtual meeting of all Administrative Officer II in the elementary level, this Schools Division at 9:00 a.m. on the following dates:

October 20, 2023
October 23, 2023

EDDIS I, II and VI
EDDIS III, IV and V

2. The purpose of this meeting is to discuss the follow topics:

- a. Clarifications on the duties and responsibilities of the Administrative Officer II;
- b. Issues and concerns that need to be addressed;
- c. Review and update existing policies and procedures;
- d. Any other related matters.

3. Participants may join via MS Teams official link <https://teams.microsoft.com/l/meetup-join>

4. Your attendance is highly appreciated as your input is crucial to the success of our Office.

5. Immediate and wide dissemination of this memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent