



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. Reyes St., Kalibo, Aklan



December 27, 2018

To: **Public Schools District Supervisors**
Heads of Public Senior High Schools Concerned
Other Concerned

Dear Sirs/Mesdames:

Greetings!

Please be informed that there will be a meeting of school heads of public Senior High School Implementing Units (IUs) and Non-Implementing Units (Non-IUs) on Friday, December 28, 2018, 9:00 A.M. at the Division Office, Kalibo, Aklan.

Agenda:

1. Status Update on Procurement of TVL-SHS Tools and Equipment; and
2. Other Matters

For IUs, bring/submit reports on your procurement activities duly signed by the school head.

Travel and other expenses incurred relative to this activity may be charged against local funds subject to its availability and the usual accounting and auditing rules and regulations.

One hundred percent attendance of all concerned is a must.

Thank you.

Very truly yours,

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

JOSE NIRO R. NILLASCA

Officer-In-Charge

Office of the Assistant Schools Division Superintendent
In-Charge of the Division

DIVISION LETTER

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