DIVISION MEMORANDUM
No. 84 s. 2015

TO: Chiefs CID/SGOD
    Education Program Supervisors
    Public School District Supervisors
    Elementary/Secondary School Heads

FROM: NYMPHA D. GUEMO
       Assistant Schools Division Superintendent
       Officer In-Charge

SUBJECT: DIVISION LEADERSHIP FORUM FOR MATHEMATICS
          CLUB/ORGANIZATION KEY OFFICERS

DATE: August 11, 2015

1. The Elementary and Secondary Mathematics Teachers Association of Catanduanes in partnership with the Schools Division Office will hold the Division Leadership Forum for Mathematics Club/Organization Key Officers on August 29, 2015 at a venue which will be announced later.

2. The forum aims to:
   a. assist participants make difference in honing therein leadership potentials through the discussion of varied leadership styles and team building activities;
   b. prepare key officers and club advisers to address challenges and set direction in managing mathematics club/organization.

3. The expected participants are the officers of the Elementary and Secondary Mathematics Teachers Association of Catanduanes, the president, secretary and adviser of School Math Club.

4. A registration fee of two hundred fifty pesos (Php 250.00) to cover expenses for 2 snacks, lunch and venue rental will be charged to each participant chargeable to school MOOE/Local funds subject to the usual accounting and auditing rules and regulations. Participants from the Fiscal Autonomous Schools shall pay the registration fee in cash to the cashier for the issuance of official receipt.

5. The schedule of the activity falls on a Saturday, thus, teacher/school head participants are entitled to service credit/COC.

6. For information, dissemination and compliance.
Secondary Mathematics Teachers Association of Catanduanes (SMTAC)  
SY 2015-2017

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Catanduanes NHS

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