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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**SCHOOLS DIVISION OFFICE - CITY OF VALENZUELA**

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

No. 0061, s. 2026

**PREPARATORY MEETING: CLASSROOM OBSERVATION OF TEACHER APPLICANTS  
FOR NATURAL VACANCIES AND RECLASSIFICATION**

To : OIC-Assistant Schools Division Superintendent  
Public Elementary and Secondary School Heads  
Administrative Officer V  
Administrative Officer IV  
Administrative Officer II  
Junior and Senior High School Administrative Assistants  
All Others Concerned

1. This Office announces the conduct of a meeting for all School **Administrative Officer II and Administrative Assistant** on **January 22, 2026, 1:00 p.m.** at the **Marulas Central School** conference room.
2. Participants in this activity are requested to arrive at the venue on the exact time
3. Expenses relative to the conduct of the activity shall be charged to the Division MOOE, subject to the usual auditing rules and accounting procedures
4. Immediate and wide dissemination of this memorandum is desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

To be indicated in the **Perpetual Index**  
Under the following subjects:

CGB/MCO/DM- Division Meeting  
\_\_\_\_\_/January 20, 2026



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