

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS-TAGBILARAN  
Tagbilaran City

**DIVISION MEMORANDUM**

**TO :** PUBLIC SECONDARY SCHOOL HEADS  
2016 DIV. STEP/TECHNO WORKING COMMITTEE CHAIRS & MEMBERS  
CONTEST ADMINISTRATORS & COORDINATORS  
CONCERNED DEP-ED PERSONNEL

**FROM :** DR. VIRGINIA C. ZAPANTA, Ed.D, CESO V  
Schools Division Superintendent

**SUBJECT:** COORDINATION MEETING AND FINALIZATION OF ACTIVITIES

**DATE :** November 23, 2016

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1. In view of the forthcoming 2016 Division STEP/TECHNO SKILLS Competition scheduled this coming December 1 – 2, 2016, a meeting is called to all Committee Chairs and Members, Contest Administrators and Coordinators on November 24, 2016 at 1:00 in the afternoon at DCPNHS Library. Agenda are the following:
  - a. Finalization of the Contest Packages
  - b. Defining of Committee Functions
  - c. Finalization of Activities
  - d. Finalization of Budget
2. All Public Secondary School Heads are enjoined to attend this meeting as part of this activity and as members of the Executive Committee.
3. For your information, guidance and utmost compliance.

VIRGINIA C. ZAPANTA, Ed. D, CESO V  
Schools Division Superintendent 