




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF SAN PABLO CITY  
SAN MATEO ELEMENTARY SCHOOL  
BRGY SAN MATEO, SAN PABLO CITY, LAGUNA

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**Office of the Principal**

School Memorandum No. 28, s 2023

Date: June 2, 2023

From:   
**MARIA SHIRLEY E. MONTAÑA**  
Head Teacher III  
Officer-in-Charge

To: Teachers  
Non-Teaching Personnel  
All Others Concerned

Re: **San Mateo Elementary School Special Meeting**

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1. As part of San Mateo Elementary School preparation for the Year-End Activities and other related events for SY 2022-2023, this office will hold a Special Meeting on June 6, 2023, at 3:00 p.m.
2. Discussion will focus on the following topics:
  - a. Year-End Activities/Awards & Recognition
  - b. Conduct of Literacy/Numeracy Assessment
  - c. Checking of School Forms
  - d. LIS Issues and Concerns
  - e. Schedule of Activities
  - f. Other matters
3. Participants to this meeting are all teachers of San Mateo ES.
4. Immediate dissemination of this memorandum is earnestly desired.



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