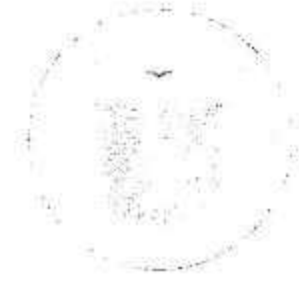




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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July 4, 2013



**TO: Public School District Supervisors
Public Elementary and Secondary School Administrators**

Sirs/Mesdames:

Relative to the installation of newly-assigned and reassigned school heads, please be advised of the following:

- The preferred/suggested day for this is on **Friday**. Please allow a 30-minute (at the most) welcome, introduction, formal installation and turn-over program with teachers and students. Right after, classes have to resume.

LUZ C. ARRIOLA

OIC – Schools Division Superintendent