



NOTRE DAME OF MARBEL UNIVERSITY INTEGRATED BASIC EDUCATION DEPARTMENT

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DATE: July 13, 2026
TO: ES and JHS Teaching Staff
FROM: Mrs. Ma. Fe Lucia L. Palma
Academic Council Chair
RE: Meeting on July 16, 2026

Dear Teachers

Please be informed that there will be a meeting on Thursday at 2:30 PM at JHS Computer Laboratory 1.

Agenda: E-Class Record Orientation (Kumusoft)

All are requested to attend and to arrive on time to ensure the meeting starts promptly.

Thank you for your usual cooperation.

Ma. Fe Lucia L. Palma
MA. FE LUCIA L. PALMA

Approved by:

[Signature]
ALLAN C. SUMADIC, MA
ES and JHS Principal



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