

DIVIŻJONI TA' L-EDUKAZZJONI

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MALTA

EDUCATION DIVISION

DEPARTMENT OF OPERATIONS

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LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: OPS/ 37 / 2007

From: Director Operations

To: Heads of Schools (as per attached schedule only)

Subject: Training in Facility Timetable

Date: 26th April 2007

The SIS Training Centre within the Department of Technology in Education is organising a training course in the use of Facility Timetable programme to school administration personnel who applied for this training.

Training, as per attached schedule, will be held at the SIS Training Centre, Maria Regina Girls' Junior Lyceum, Blata l-Bajda and starts at 8.30 a.m.

Attendance and punctuality for training are of the utmost importance. In case of any queries or difficulties, Mr Anthony Agius Scicluna, teacher-in-charge at SIS Office, can be contacted on either 21224290 or 21224364 or sis.moed@gov.mt

**Mr Alfred Mallia
Director Operations**

Facility Time-Table Training			MAY 2007		
			<i>Mon 21st</i>	<i>Tue 22nd</i>	<i>Thur 24th</i>
Ray Cini	Asst Head	St Joseph Boys' Junior Lyceum	X	X	X
Elizabeth Borg Cauchi	Asst Head	Naxxar Boys' Secondary School	X	X	X
John Sultana	Acting Head	Guzeppi Despott Boys' Junior Lyceum	X	X	X
Frank Aquilina	Asst Head	Sta Tereza Girls' Junior Lyceum	X	X	X
Lydia Zammit	Asst Head	Sta Tereza Girls' Junior Lyceum	X	X	X
Magdelene Scerri	Asst Head	Maria Assumpta Girls' Secondary School	X	X	X
Anthony Vassallo	Asst Head	Guze' Galea Boys' Secondary School	X	X	X
Jane Piscopo	Asst Head	Antonio Bosio Boys' Secondary School	X	X	X
Raymond Muscat	Asst Head	Kullegg San Benedittu	X	X	X
Joe Grima	Head of School	San Frangisk t'Assisi Boys' Secondary School	X	X	X
Joe Young	Asst Head	San Frangisk t'Assisi Boys' Secondary School	X	X	X
Shirley Templemann	Asst Head	Carlo Diacono Girls' Junior Lyceum	X	X	X
Lydia Pullicino	Asst Head	Margaret Mortimer Girls' Junior Lycuem	X	X	X
Adrian Casha	Asst Head	F X Attard Boys Secondary School	X	X	X