



UNIVERSITY OF NAIROBI
COLLEGE OF EDUCATION AND EXTERNAL STUDIES
SCHOOL OF EDUCATION
DEPARTMENT OF EDUCATIONAL ADMINISTRATION AND PLANNING

INTERNAL MEMO

From: Chairman
Dept. of Educational Administration & Planning
Date: 29th August, 2014
To: All members of Staff
Dept. of Educational Administration & Planning
Re: UON/CEES/SOE/A&P/3/2

Subject: Notice of the Departmental Meeting

There will be a departmental meeting on Wednesday 3rd September, 2014 starting at 9.00 am in the Library Boardroom.

Agenda

1. Minutes of previous meeting.
2. Matters Arising.
3. Evaluation of School based
4. Semalia Teaching.
5. Leave Schedule

6. AOB
Please


Chairman
Department of Educational Administration and Planning

GN/gw