



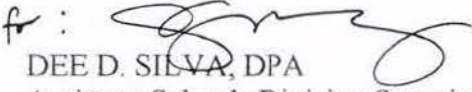
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
CITY SCHOOLS DIVISION OF DIGOS CITY
Digos City

**Office of the City Schools Division
Superintendent**

Tel. No. (082) 553-8375; 553-8376; 553-8396


Division Memorandum No. 2/2, s. 2015

TO : Division Chiefs
Education Program Supervisors
District Supervisors
All SGOD Personnel
Elementary and Secondary School Heads
(Including DICNHS Annexes/Extensions)
Secondary Department Heads

FROM : 
DEE D. SILVA, DPA
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : Addendum/Corrigendum to Division Memo #194
RE: Retooling Seminar on SBM Implementation

DATE : August 28, 2015

The field is hereby informed that the conduct of the Retooling Seminar on SBM Implementation, which was scheduled on Sept. 1-3, 2015, is moved to September 9-10, 2015 at Nakayama Function Hall, Bataan St., Digos City, 

To reiterate, participants of the said seminar are the a) Division Chiefs, b) Education Program Supervisors, c) District Supervisors, d) SGOD Personnel, e) Elementary and Secondary School Heads (including DICNHS Annexes/Extensions), and f) Secondary Department Heads (DICNHS – 8; Kapatagan NHS – 1).

School and Department Heads are again reminded to bring with them copies of SIPs, AIPs, PPMPs, APPs, WFPs, and complete Report on Assessment of Past Performances using the form provided during the latest MANCOM. Data contained in said report are very much needed in the formulation of the new SIP and AIP as expected outputs in the conduct of this retooling seminar.

Submission of SIP (SY 2015-2018) on the first day of the seminar, September 9, is required, thus, each is expected to have prepared it before the start of the seminar.

Laptops and some writing materials are also expected to be brought by all participants.

Participants' travel expenses and the registration fee of One Thousand Fifty Pesos (Php 1,050.00) per head for 3 days may be charged against School/Division MOOE or other local funds subject to the usual accounting and auditing rules and regulations.

This is a very important seminar, thus, each is required to make it a priority over and above all other activities.

For compliance.