



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XI  
Division of Digos City




*Office of the Schools Division  
Superintendent*

*Telefax: (082) 553 – 8396; 553-8376*

Division Memorandum

No. 556, s. 2016

To: ANALIZA ALMAZAN, EPS, LRMDS  
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ALMA ALBA, Ruparan Integrated NHS

From:   
DEE D. SILVA, DPA, CESO VI  
Schools Division Superintendent

Subject: Planning Conference for the Seminar-Workshop on SIP and SIM

Date: September 28, 2016

1. Relative to the conduct of the Three-Day Seminar Workshop on Science Investigatory Project (SIP) and Science Intervention Material (SIM) for Science Teachers on October 14, 15, & 19, 2016, at Ramon Magsaysay Central Elementary School, you are hereby requested to form part of the Training Team. In line with this, you are directed to attend the planning conference with Mrs. Luzminda Jasmin, Education Program Supervisor in Science on October 6, 2016 at 1 o'clock in the afternoon at the Division Office Conference Room.

2. The planning conference has the following objectives:

- a. Finalize the program and assignment of topics for the training;
- b. Walk through the topics to determine time allotment for each topic/activity; and
- c. Identify assignments in the preparation of logistics for the Seminar-workshop.

3. Teacher-members of the Training Team are requested to make necessary arrangement such that your classes are taken care of during your absence.

4. Traveling and other incidental expenses in attendance to this activity are chargeable against Local Funds/MOOE subject to the usual accounting and auditing rules and regulations.

5. For your information, guidance and compliance.

DepEd Schools Division of Digos

**RELEASED**

Date: SEP 29 2016 Time: 8:20

By: 