DIVISION MEMORANDUM
No. OFP_____, s.2017

TO: ELY G. CATALUNA
    Public Schools District Supervisor
    
    EDSEL NACUA
    Principal 1
    
    RENATO D. CALIPAYAN
    Head Teacher III
    
    MERILYN T. SALBORO
    Principal 1
    
    ROBERTO JALALON
    Principal 1
    
    ELECEL B. ADAM
    Head Teacher III

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

SUBJECT: SIP, AIP, APP and PPMP Completion

DATE: February 2, 2017

1. Relative to your imminent transfer of assignment to another school, you are hereby directed to accomplish the School Improvement Plan (SIP) for SY 2016-2019, Annual Implementation Plan (AIP) for SY 2017-2018, Annual Procurement Plan (APP) for CY 2017, and Project Procurement Management Plan (PPMP) for CY 2017 of the school you are assigned prior to the effectivity of your transfer. Such documents are expected to have been submitted to your respective checker for review beginning December 2016 since the deadline for submission of AIP, APP and PPMP as stipulated in Division Memorandum No.719 s. 2016 is December 20, 2016.

2. Further, you are reminded that the aforementioned approved documents are part of your portfolio which you will turn over to the incoming school head.

3. For information, guidance and compliance.