DIVISION MEMORANDUM
No. 490, s. 2017

TO: CID Chief-
    Division SBM Task Force
    SGOD OIC-Chief-
    SBM Coordinator
    Member-

    Public Schools District Supervisors
    Mrs. Zenaida G. Guya
    Mrs. Helen A. Casimiro
    Mrs. Rosalinda A. Adlao
    Mr. Patriotiso O. Peñas

    Division M & E EPS
    Mrs. Maria C. Jadloc

    District SBM Coordinators
    Digos Occidental District-
    Digos Oriental District-
    Mt. Apo District-
    Mr. Julieto C. Trazo
    Mrs. Antonia S. Jumawan
    Mr. Aldin J. Barsalote Jr.

    DiCNHS Principal
    Datu Roger A. Manapol, Ed.D.

    Digos City Senior HS Principal
    Dr. Raquel L. Cedenio

    Division HRDD SEPS
    Mr. Ronald Dedace

FROM: WINNIE E. BATOON, Ed.D.
Office-In-Charge
Office of the Schools Division Superintendent

SUBJECT: 2-Day Orientation-Workshop on Enhanced SIP, AIP, APP and PPMP for Public Schools District Supervisors, District SBM Coordinators, and School Heads of Digos City National High School and Digos City Senior High School

DATE: August 1, 2017

1. In order to effectively render technical assistance to the school heads as regards preparation and monitoring of the implementation of Enhanced School Improvement Plan (E-SIP), Annual Implementation Plan (AIP), Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP), a 2-Day Orientation-Workshop on Enhanced SIP, AIP, APP and PPMP for Public Schools District Supervisors will be conducted on August 8-9, 2017 at Arnaldo’s Hotel and Restaurant, Digos City.
2. School heads assigned as District SBM Coordinators together with the school heads of Digos City National High School and Digos City Senior High School, being the frontline personnel in the dissemination of SBM updates to their respective districts/schools, are likewise identified as participants to the above mentioned training for better in-depth understanding of the E-SIP process.

3. The Orientation-Workshop mentioned herein will be facilitated by the Division SBM Task Force together with the M&E Education Program Specialist and will be overseen by the HRDD Senior Education Program Specialist.

4. All participants are requested to bring hard copy of E-SIP, AIP, APP and PPMP for ready reference.

5. Meals and snacks of the participants shall be chargeable against Human Resource Training and Development (HRTD) Funds, while travel expenses shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.

6. The training will run from 8:00AM to 12:00PM and 1:00PM to 5:00PM each day. Everyone is expected to be at the venue on the above specified time.

7. For guidance and compliance.