August 20, 2018

DIVISION MEMORANDUM
No. 745, series of 2018

CHANGES IN THE SCHEDULE OF THE REVISIT OF THE ASSESSMENT PROCESS AND TOOL FOR SBM LEVEL OF PRACTICE FOR DIGOS CITY NATIONAL HIGH SCHOOL AND FOR THE SCHOOL CLUSTER OF MR. PATRIOTISO O. PEÑAS

TO: SOLLIE B. OLIVER, MATE, LLB- SGOD Chief
BEVERLY S. DAUGDAUG, EdD- CID Chief

Attn: EVANGELINE A. HERNAN, EPS, Division SBM Coordinator
IDA I. JUEZAN, PSDS, Division SBM TF Member
School Head of Digos City National High School
Elementary and Secondary School Heads and School SBM Coordinators of the School Cluster of PSDS Patriotiso O. Penas

In reference to Division Memorandum No. 702 s.2018 Revisiting the Assessment Tool for SBM Level of Practice, the field is hereby informed of the changes of the schedule for Digos City National High School and School Cluster of PSDS Patriotiso O. Peñas due to the DOST Memorandum of Understanding (MOU) Signing and Training on Starbooks on August 24, 2018 which necessitates the attendance of all school heads and the National Holiday in celebration of the National Heroes Day on August 27, 2018.

2. The new schedule for the affected school/cluster is as follows:

<table>
<thead>
<tr>
<th>Affected School Cluster</th>
<th>New Schedule</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Cluster of PSDS Peñas</td>
<td>August 22, 2018 (PM)</td>
<td>Digos Oriental District Office</td>
</tr>
<tr>
<td>Digos City National High School</td>
<td>August 28, 2018 (PM)</td>
<td>D1CNHS</td>
</tr>
</tbody>
</table>

3. Classes handled by the School District Coordinators are expected to be arranged by the respective school heads in order to avoid disruption of classes.

4. Travel expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

5. For information, guidance and compliance.

WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

References: Division Memorandum
EAH: Changes of Schedule of the Revisit of the Assessment Process and Tool for SBM Level of Practice for Digos City National High School and School Cluster of PSDS Patriotiso O. Peñas
20 August 2018