





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

**Office of the City Schools Division
Superintendent**

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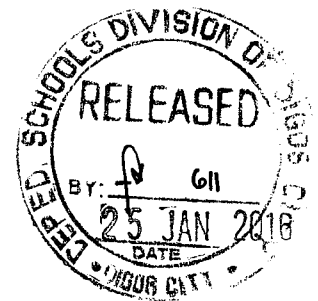
Memorandum No. 041, s. 2016

TO : Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
(Including Annexes & Extensions)
Department Heads
ICTO, LRMSD-PDO
SGOD Personnel: HRDD, DRMM, Social Mobilization,
Research & Planning, M & E

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

SUBJECT : FOLLOW-UP SEMINAR ON ENHANCED SCHOOL
IMPROVEMENT PLANNING PROCESS AND THE SCHOOL
REPORT CARD

DATE : January 25, 2016



1. You are hereby directed to attend the Follow-Up Seminar on Enhanced School Improvement Planning Process and the School Report Card on January 29, 2016 at Alyanna's Function Hall, Lapulapu St., Digos City (near National Hospital).
2. Its objectives are as follows:
 - a. To refresh school heads' knowledge on processes involved in School Improvement Planning, and in the preparation of the School Report Card;
 - b. To expose Education Program Supervisors, District Supervisors and some SGOD Personnel involved in the checking/monitoring/evaluation of SIPs and AIPs to the Enhanced School Improvement Planning Processes and the School Report Card;
 - c. To review the preparation of SIP and AIP making use of the Davao Region Template, and of the PPMP and APP;
 - d. To orient participants of the General Direction (using flowchart) of the Division in terms of SBM implementation, monitoring and evaluation.
3. The participants of the said seminar are the Division Chiefs, the Education Program Supervisors, the Public Schools District Supervisors, the Elementary and Secondary School Heads (including Annexes & Extensions), Department Heads: 1 DICNHS and 1 Kapatagan NHS, Division ICTO, SGOD Personnel: HRDD, DRMM, Social Mobilization, Research & Planning, M & E (SEPS, EPS, PDO, Planning Officer).
4. The travel expenses of participants and the Registration Fee of Three Hundred Twenty Pesos (Php 320.00) are chargeable against School/Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
5. For compliance.