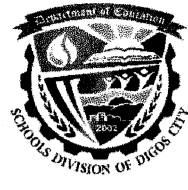




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
City of Digos



Office of the City Schools
Division Superintendent

Roxas corner Lopez-Jaena Streets, Digos City,
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DIVISION MEMORANDUM

No. 751 Series of 2016

TO : Emmanuel P. Hugo - Chief, SGOD
Evangeline A. Hernan - EPS, Div. SBM Coordinator
Anamerthyl Regala - SEPS, SocMob
Edberto Real - Principal of the Leader School, Ruparan NHS
Datu Roger Manapol – Principal, DiCNHS
Alan Tizon – OIC of the Partner School, DiCNHS Soong HS Annex
All Teachers of DiCNHS Soong HS Annex
All Teachers of Ruparan NHS

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

SUBJECT : **Training-Workshop on the Development of Instructional Materials
(School-To-School Partnership Program)**

DATE : December 6, 2016

1. This pertains to DepEd Order No. 44 s. 2016 entitled Guidelines on School-To-School Partnerships for Fiscal Year 2016 identifying Ruparan National High School as the Leader School for Digos City Division, you are hereby directed to carry out the activities and tasks as stipulated on the Work and Financial Plan of which the next activity is the Training-Workshop on the Development of Instructional Materials (IMs).
2. You are also mandated to facilitate the Seminar-Workshop on the Development of Instructional Materials (IMs) which shall be conducted to all the teachers of the partner school, Digos City National High School – Soong HS Annex, on December 10-11, 2016 from 8:00 AM to 5:00 PM. Venue will be announced before the stipulated schedule of the training.
3. It is expected that the School Heads of both the Leader School and the Partner School shall make in advance necessary arrangements/schemes to ensure that the participants are well prepared.
4. School-To-School Partnership Team of the Leader School, Ruparan NHS, shall establish constant communication with the partner school and shall be the incharge of the following:
 - a. Program / Matrix of the Activity, Supplies and Materials;
 - b. Attendance Sheet and Certificates (Appearance and Participation); and
 - c. Advance arrangement with the Resource Speaker/s and Catering Service Provider.
5. Travel expenses of the School-To-School Partnership Program Teams shall be chargeable against local funds while the accommodation and meals/snacks shall be chargeable against the Partnership Funds – Program Support Funds (PSF).
6. For guidance and compliance.

DepEd Schools Division Office - Digos City
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Date: DEC 06 2016 TIME: 2:05 PM
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