



Republic of the Philippines  
Department of Education  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



DIVISION MEMORANDUM

No. 501, s. 2017

TO : Neil D. Bongcayao  
Public Schools District Supervisor

FROM : WINNIE E. BATOON, Ed.D. *W* FRANCIS JUDE D. ALLOMENDRAS  
Officer-In-Charge ADMINISTRATIVE OFFICER V  
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 7, 2017

1. Relative to your appointment as Public Schools District Supervisor of this Division, you are hereby directed to attend the 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 on August 8-9, 2017 at Arnaldo's Hotel and Restaurant, Digos City.
2. Insights gained from such training is expected to be of help to all Public Schools District Supervisors 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).
3. All participants are requested to bring hard copy of E-SIP, AIP, APP and PPMP for ready reference.
4. 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.
5. 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.
6. For guidance and compliance.

Schools Division of Digos  
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