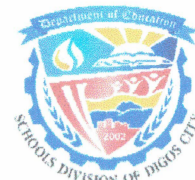




Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



February 6, 2018

DIVISION MEMORANDUM

No. 131, s. 2018

2-DAY INTENSIVE MENTORING-WRITESHOP ON ENHANCED SIP, AIP, PPMP AND APP

TO: BEVERLY S. DAUGDAUG, EdD
 CID Chief

Attn: Public Schools District Supervisors
 Public Elementary and Secondary School Heads


1. Pursuant to Division Memorandum No. 058-D s.2018 entitled *Submission of Enhanced SIP, Annual Implementation Plan (AIP), Annual Procurement Plan (APP), and Project Procurement Management Plan (PPMP)*, the deadline for submission of the above-named documents is January 31, 2018.
2. To this date, there are 23 out of 47 school heads (49%) who failed to submit such documents.
3. To ensure 100% submission, a 2-Day Intensive Mentoring-Writeshop on Enhanced SIP, AIP, PPMP and APP shall be conducted on February 15-16, 2018 at DepEd Digos City Division Conference Room by the Division SBM Task Force in partnership with the Public Schools District Supervisors to the identified school heads whose names are in the attached list. Attendance to this activity is to be given priority. A *No Proxy* Policy shall be observed, hence the identified participants are expected to attend.
4. Participants to this activity are directed to bring the following:
 - I. Data Gathered
 - A. Data Organizers – School-Community Data Template, Child Mapping Tool, Child-Friendly School Survey, Child Protection Policy Implementation Checklist, Student-led School Watching and Hazard Mapping
 - B. List of Identified Priority Improvement Areas (PIAs)
 - C. Results of Listening to the Voice of the Learners and Stakeholders
 - D. Results of Root Cause Analysis
 - II. Laptop and Extension Wire
 - III. Printer (1 Printer per cluster of schools with the same PSDS)
5. Travel expenses and registration fee covering 2 lunch and 4 snacks for 2 days shall be chargeable against School MOOE for school heads-participants, while registration fee for Public Schools District Supervisors and other Division Personnel shall be

chargeable against Division INSET funds, both subject to the existing accounting and auditing rules and regulations. The amount for registration fee shall be disseminated through a division advisory upon completion of procurement process.

6. For information, guidance and compliance.

FOR AND IN THE ABSENCE OF:

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


MELANIE P. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

Encls: as stated

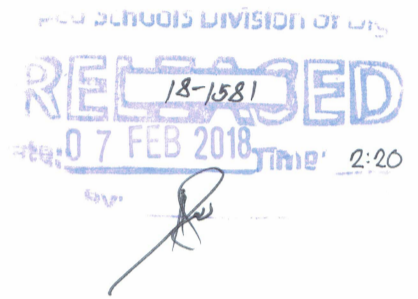
Reference: Division Memorandum

To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE SBM WRITESHOP

Evangeline A. Hernan: 2-Day Intensive Mentoring-Writeshop on Enhanced SIP, AIP, PPMP and APP

6 February 2018



**LIST OF PARTICIPANTS TO THE 2-DAY INTENSIVE MENTORING-WRITESHOP ON
ENHANCED SIP, AIP, PPMP AND APP ON FEBRUARY 15-16, 2018 AT DEPED DIGOS
CITY CONFERENCE ROOM**

I. Division Personnel

SDS Winnie E. Batoon	Helen A. Casimiro-PSDS
ASDS Melanie P. Estacio	Rosalinda C. Adlaon- PSDS
SGOD Chief Sollie B. Oliver	Patriotiso O. Penas- PSDS
Evangeline A. Hernan- Div SBM Coord.	Cherry Rossette E. Oliva- PSDS
Ida I. Juezan- Div SBM TF Member	Ferna Renira T. Alde- PSDS
Maria C. Jadloc- M&E EPS	Ely G. Cataluna- PSDS
Zenaida G. Guya- PSDS	Arlene P. Barba- PSDS

II. School Personnel

1. Felzev Lloyd C. Sayson-	Lungag ES
2. Elegio L. Planas-	Mahayahay ES
3. Jonathan Rellon-	Remedios N. Saplala ES
4. Allen Joseph R. Malahay-	Dulangan ES
5. Celedonia Alavado-	Damnas ES
6. Wilson D. Catingub-	Federico Alferez ES
7. Tita T. Heramiz-	Ruparan ES
8. Rexie L. Pancho-	DiCNHS Balabag High School Annex
9. Rogan G. Adanza-	Goma NHS
10. Aimee Porto-	Matti NHS
11. Edberto Real-	Ruparan NHS
12. Erlito T. Damo-	Don Mariano Marcos ES
13. Jacqueline Jaum-	Isaac Abalayan ES
14. Angelito C. Villagonzalo-	San Miguel ES
15. Merylyn T. Salboro-	RMCES
16. Antonia S. Jumawan-	Aplaya ES
17. Liberty Sosas-	Badiang ES
18. Joy Baulete-	Cogon ES
19. Elecel B. Adam-	Pedro Garcia ES
20. Roberto Jalalon-	Dawis ES
21. Efren M. Durano-	Dawis NHS
22. Rowelem Rosima-	Apolandia ES
23. Raquel Ramos-	Soong ES