



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII

Caraga Administrative Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Roxas St, CV Diez MCES Compound, Brgy. Washington Surigao City
Telefax: (086) 826-3075; Tel Nos. (086) 826-8931, 826-1268



October 9, 2019

DIVISION MEMORANDUM

No. 323, s. 2019



CORRIGENDUM/ADDENDUM to Division Memorandum No. 304, s. 2019
re Writeshop on FY 2020 AIP, WFP, APP & PPMP for School and Division Office Implementors

TO : Division Chiefs- SGOD & CID
All Public Elementary & Secondary School Principals/School Heads
Unit Heads

This Division

- 1) This has reference to the change of schedule and final venue of the Writeshop on FY 2020 AIP, WFP, APP & PPMP for School and Division Office Implementors per DM 304, s. 2019 from October 14-17, 2019 to October 15-18, 2019 at Philippine Gateway Hotel, Surigao City.
- 2) The expected participants of the said activity are the Schools Division Superintendent, Chiefs of CID & SGOD, EPS I & II, SEPS, PSDS, AO V, Legal Officer, Section Heads, Division Senior Bookkeepers, Public Elementary and Secondary School Principals/Heads of both Implementing Units and Non IUs including their Senior Bookkeepers for JHS/SHS and one (1) BAC chair/member per district .
- 3) Further, Schools Heads who are handling two (2) schools may bring with them one (1) representative to work for that particular school he/she is assigned to.
- 4) The writeshop for School participants will be on October 15-16, 2019 including their respective Public Schools District Supervisors. For Division Office participants from OSDS, CID & SGOD are scheduled on October 17-18, 2019.
- 5) No Registration Fee will be collected for this 4-Day Training- Writeshop. Expenses to be incurred such as lunch & snacks, and other supplies will be charged to Division HRTD fund, while travelling expenses and other incidental expenses of the participants will be shouldered by their respective School MOOE funds subject to the usual budgeting, accounting and auditing rules and regulations.

- 6) It is reiterated that the participants are obliged to attend the said writeshop and are expected to submit their outputs at the end of every session.
- 7) Attendance is a MUST.
- 8) Immediate dissemination and strict compliance of this memorandum is hereby directed.

FLORENCE E. ALMADEN, CESE
OIC-Schools Division Superintendent

Enclosure: As stated

Allotment: 3-4 (D.O. 50-97)

References: D. O. 44, s. 2015; D O. 60 s 2016; EO 91, s. 2019

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

BUDGET EXECUTION PLANNING PROGRAMS PROJECTS ACTIVITIES POLICIES WRITESHOP