



October 10, 2016

**DIVISION MEMORANDUM**

No. 472 s. 2016

**Training-Workshop on the Preparation of School Improvement Plan (SIP), Annual Implementation Plan (AIP), School Operating Budget (SOB), Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) Based on FY 2017 Budget**

To : Elementary Cluster/School Heads/Principals/School in-Charge  
Non IU Secondary School Heads/Principals/School in-Charge  
Public Schools District Supervisors/District in-Charge

1. To ensure proper implementation of DepEd Guidelines, Thrusts and Programs, this division will conduct a Training Workshop on the preparation of School Improvement Plan (SIP), Annual Implementation Plan (AIP), School Operating Budget (SOB), Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) Based on FY 2017 Budget on October 20-21, 2016, 8:00am.
2. The venue of the said training workshop shall be at Hotel Koresco, Upper Carmen, Cagayan de Oro City.
3. Participants are required to bring the ff:
  - Laptop and USB flash drive
  - Printer with extra ink/toner for printing of outputs (by district)
4. Traveling and other Incidental expenses are chargeable against the School MOOE funds while Training Expenses (food, venue, accommodation) shall be charged to Schools MOOE Continuing Appropriation Funds subject to the usual accounting, budgeting and auditing rules and regulations.
5. Wide and immediate dissemination of this Memorandum is hereby enjoined.

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

CLL/mdb