



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X
DIVISION OF MISAMIS ORIENTAL
CAGAYAN DE ORO CITY



October 24, 2013

MEMORANDUM TO:

EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
DIVISION SECTION HEADS
ELEMENTARY/SECONDARY SCHOOL HEADS

FROM: 
CHERRY MAE L. LIMBACO, PhD. CESO IV
Schools Division Superintendent

SUBJECT: **DIVISION MANCOM MEETING cum 2014 APP PREPARATION**

1. The field is hereby informed of the conduct of monthly meeting scheduled on November 4, 2013 at the following venue:

TIME	VENUE	PARTICIPANTS
8:00 – 11:30 AM	Laguindingan National HS	MOGCHS to Lugait
1:00 – 4:30 PM	Baliwagan Central School	Tagoloan to Magsaysay & Claveria

2. The main objective of the meeting is on the preparation of the 2014 Annual Procurement Plan. This APP preparation will be guided on the following:
 - a. Inclusion of the appropriate teaching-learning supplies and materials to be procured within the year based on the resources suggested in the curriculum guide per learning area
 - b. MOOE Budget allocation for 2014 per school will mainly be for instructional purposes, following the existing guidelines for its utilization.
 - c. Prepared APP will be presented by group/cluster to their respective new set of District Advisers. For review purposes, the school heads are advised to submit the soft copies to the Division Office via the respective district adviser's Facebook account or e-mail, on or before **November 11, 2013**
3. Participants to this meeting are EPS, PSDS, Head Teachers, Division Office Section Heads, Head Teachers and Principals, both in elementary and secondary schools.
4. Meals and travel expenses relative to the attendance to this meeting is chargeable to school's downloaded funds subject to the usual accounting and auditing rules and regulations.
5. For guidance and compliance.

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