



DIVISION MEMORANDUM

September 30, 2015

No. 342 s. 2015

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 2016 BUDGET

TO: Elementary Cluster/School Heads/Principals/School-In-Charge
Non IU Secondary School Heads/Principals/School-In-Charge
Public Schools District Supervisors/District Coordinating Principals

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, Annual Implementation Plan, School Operating Budget, Project Procurement Management Plan, and Annual Procurement Plan based on FY 2016 Budget. The training venues of the following schedule shall be announced later:

District	Date
Lugait to Jasaan	October 12-13, 2015
Balingasag to Magsaysay	October 14-15, 2015

2. List and Breakdown of Participants, Training Design and Matrix are attached for your reference and guidance.
3. Participants are required to bring:
- laptop and USB flash drive
 - printer with extra ink/toner for printing of outputs (by district)
4. Travelling and other incidental expenses are chargeable against the School MOOE funds while Training Expenses (Food, Venue and Accommodation) shall be charged to Schools MOOE Continuing Appropriation funds subject to the usual accounting, budgeting and auditing policies, rules and regulations.
5. For strict compliance.

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

Enclosures:

- List and Breakdown of Participants
- Training Design and Matrix

