



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE-IFUGAO
Lagawe



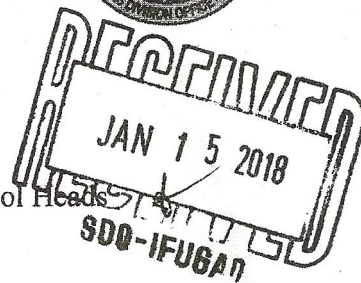
Division Memorandum
No. 12, s. 2018

TO: EPS, PSDS, Unit Heads, Elementary and Secondary School Heads
This Division

FROM: **FELIPE L. BALLITOC**
Officer-In-Charge
Office of the Schools Division Superintendent

DATE: January 15, 2018

SUBJECT: **Orientation on the Technical Assistance Mechanism Manual**



FILE

1. This is to announce the conduct of the "Orientation on the use of the Technical Assistance Mechanism Manual of Operation" and TA Planning at the Amungan Hall on January 29 for batch 1, January 31 for batch 2 and February 1 for batch 3. All meetings will start at 8:30 in the morning.
2. Participants to this activity are EPS, PSDS, school heads and unit heads in the following schedules:

Batch 1(January 29, 2018)	Batch 2(January 31, 2018)	Batch 3(February 1, 2018)
Alfonso Lista	Kiangán	EPS (10)
Mayoyao	Asipulo	PSDS (9)
Aguinaldo	Hingyon	Unit Heads (AO, HMO, Acctg., Records, Budget, Supply Office, ALS, Library, Health, SMN, SME, HRD, Research and Planning, EFS, and ICT)
Banaue	Lagawe	
Hungduan	Lamut	
Tinoc		

3. Expenses on travel and per diem(lunch and 2 snacks) for school heads will be charged against school MOOE or other local funds available while SDO participants will be charged against division MOOE.
4. Immediate dissemination of this memorandum is hereby enjoined.