

File Records




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**Schools Division Office**  
Lagawe, Ifugao, 3600



**DIVISION MEMORANDUM**


No. ie s. 2016

TO : Public Schools District Supervisors, Secondary and Elementary School Heads  
FOR:   
FROM : **SALLY B. ULLALIM, CESO V**  
Schools Division Superintendent

SUBJECT : **Conduct of Orientation-Workshop on Preparing the Enhanced School Improvement Plan**

DATE : February 10, 2016

1. An Orientation-Workshop on Preparing the Enhanced School Improvement Plan will be conducted at the Ammungan Hall, Schools Division Office on February 18-20, 2016
2. The activity aims to familiarize and enrich the skills of school heads in preparing the Enhanced School Improvement Plan.
3. Participants to this Orientation-Workshop are elementary and secondary school heads. Arrival and registration of participants is on February 18, 2016 at 8:00- 8:30 in the morning. The opening program will start at 8:30 AM.
4. A registration fee of Php 480 .00 will be collected **upon registration** from each school head participant to defray expenses on 3 meals (lunch) & 6 snacks. Registration fee, accommodation and travel expenses relative to the attendance to said activity are chargeable against local funds subject to usual auditing rules and regulations.
5. Participants must bring along with them the accomplished school report card.
6. For your information and dissemination.

  
ITL/2/10/2016