



**INTER-OFFICE MEMORANDUM**

No. 354 s. 2018

To: Rolly B. Labis, Ed.D, *CES, SGOD*  
Kevin B. Asequia, *Planning Officer III*  
Maricel B. Jangao, *CPA, Division Accountant*  
Stephanie S. Saligumba, *CPA, Budget Officer*

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
OIC, Schools Division Superintendent *JST 11/11/18*

Subject: Special Conference for the alignment of SIP 2019-2022, AIP and APP

Date: November 6, 2018

1. You are hereby directed to attend the *Special Conference for the alignment of SIP 2019-2022, AIP and APP* on November 7, 2018, 10:30 A.M. at the Office of the Schools Division Superintendent, El Salvador City Division.
2. For information and strict compliance.