



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



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DIVISION MEMORANDUM

No. 373, s. 2018

To: Chiefs of CID and SGOD
All Education Program Supervisors
All Public Elementary and Secondary School Heads
Elementary and Secondary ICT Coordinators
Division Accountant
Division Budget Officer
Division ITO
EPS, II HRTD
This Division

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

Subject: Workshop on the Use of School Improvement Plan (SIP) Tool Kit

Date: November 27, 2018

1. The field is hereby directed to attend the one-day workshop on the Use of School Improvement Plan (SIP) Tool Kit at Cogon National High School on November 29, 2018 from 8:00 AM to 5:00 PM
2. The objective of the said workshop is to capacitate the school heads and ICT's in using the SIP tool kit that will allow secure storage and fast retrieval of important data in their SIP, AIP and APP.
3. Further, all schools are required to bring laptop, extension wire and copy of the SIP, AIP and APP.
4. For information and strict compliance.