



Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City 7100

DEPARTMENT OF EDUCATION
 DIVISION OF ZAMBO. DEL NORTE
 DIPOLONG CITY, 7100

RELEASED

BY: _____ DATE: 26 JAN 2016
 NAME/SIGNATURE _____

Division Memorandum
 No. 042s. 2016

TO : **PARTICIPANTS** of the Training of Trainers on the Enhanced School Improvement Plan Process
 Chief, Schools Governance and Operations Division
 Technical Secretariat

FROM : **NATIVIDAD P. BAYUBAY, CESO VI**
 Officer-In-Charge
 Office of the Schools Division Superintendent

SUBJECT : **Trainers' Preparatory Conference**

DATE : January 26, 2016

1. To ensure a successful conduct of the reecho Training on the Enhanced School Improvement Planning (SIP) Process for the School Heads tentatively scheduled on February 22-24, 2016, this Office hereby directed all the concerned to participate in the Trainers' Preparatory Conference on February 11-12, 2016 (venue to follow).
2. The Trainers' Preparatory Conference is aimed at providing all the concerned a platform to appraise on the most salient features, guidelines and processes under the 2015 Enhanced School Improvement Plan (SIP), develop program of activities and discuss and agree on strategic approaches/methodologies in the conduct of the simulation activities.
3. Food and snacks will be provided for by the schools division. However, travel, accommodation and incidental expenses shall be chargeable against respective MOOE/local funds.
4. For guidance and compliance.

**PARTICIPANTS of the Training of Trainers
on the Enhanced School Improvement Plan Process**

1st Congressional District

TL: Evelyn C. Labad
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