



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Schools Division of Zamboanga Del Norte
Estaka, Dipolog City

DEPARTMENT OF EDUCATION
DIVISION OFFICE ZAMBOANGA DEL NORTE
ESTAKA, DIPOLONG CITY
RELEASED
DATE: 01 FEB 2017
NAME/SIGNATURE: [Signature]

DIVISION MEMORANDUM

No. 041 s. 2017

To: **Elementary and Secondary School Principals/School Heads**

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

Subject: **SUBMISSION OF SCHOOL-BASED ACTION PLAN ON THE IMPLEMENTATION OF 2017 PROGRAMS, PROJECTS AND ACTIVITIES (PPAs)**

Date: **January 31, 2017**

1. After the series of initiatives conducted by the Schools Division of Zamboanga del Norte particularly on the **Training/Workshop for High School and Elementary School Heads on SEAMEO INNOTECH School Heads' Competencies as Integrated in the Philippine Education System , Anchored on the School-Based Management (SBM) and K to 12 Basic Education Program**, this office hereby requires all school heads both in elementary and secondary for the submission of a **School-Based Action Plan** on the Implementation of 2017 Programs, Projects and Activities (PPAs).
2. The **School-Based Action Plan** shall compose of **specific activities** of the school priorities which are relevant to the seven (7) SEAMEO INNOTECH School Heads' Competencies. A project proposal shall be included for approval to support the plans with activities that entail budgetary requirements.
3. Submission of the plan is expected to reach the Schools Division Office through the office of the SBM Coordinator, **SEPS Carina C. Piamonte** of the School Management, Monitoring and Evaluation (SMM&E) Unit, not later than **February 28, 2017**.
4. For your information and strict compliance.



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