



December 7, 2015


DIVISION MEMORANDUM

No. 843, s. 2015

**DIVISION TRAINING FOR ELEMENTARY SCHOOL HEADS
ON THE ENHANCED SIP PROCESS AND SRC**

**To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary School Heads**

1. This Office announces the conduct of the **Division Training for Elementary School Heads on the Enhanced School Improvement Planning (SIP) Process and School Report Card (SRC)** at the DepED Ecotech Center, Sudlon, Lahug, Cebu City on December 21-23, 2015.
2. This training aims to:
 - a. explain the SIP Process and SRC;
 - b. develop school plans using the Enhanced SIP Process; and
 - c. promote a collegial learning among the educational leaders in the Division.
3. Participants to this training are four (4) Elementary School Heads from each district. They are to bring the following to the venue:
 - a. updated School Report Card;
 - b. laptop; and
 - c. old SIP.
4. Please refer to the Enclosures for the **Program Schedule Matrix (PSM)** and the **Program Management Team (PMT)**.
5. Traveling expenses shall be chargeable against **local school MOOE Funds**, while expenses for board and lodging, venue rental, training materials and other incidental expenses shall be chargeable against **SBM Program Support Funds**, subject to their availability and the usual accounting and auditing rules and regulations.
6. This Memorandum serves as Authority to Travel.
7. Immediate and wide dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent §

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin/Legal: (032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com