



January 6, 2016

DIVISION MEMORANDUM
No. 012, s. 2016

ADDENDA TO DIVISION MEMORANDUM NO. 865, S. 2015

**To: Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary Schools Heads**

1. In addition to the points stipulated in the Division Memorandum No. 865, s. 2015, entitled, " **Enhanced School Improvement Plan (ESIP) Training-Workshop for Secondary and Integrated School Heads,**" District Supervisors/OICs are directed to proceed to Hotel Fortuna, Borromeo St., Cebu City on January 5-8, 2016 to attend the said workshop.
2. A registration fee of **Three Thousand Five Hundred Pesos (Php 3,500)** per participant, inclusive of meals, hotel accommodation and other incidental expenses shall be **chargeable against Division INSET Funds**, subject to its availability and the usual accounting and auditing rules and regulation.
3. This Memorandum also serves as Authority to Travel.
4. Immediate dissemination of and compliance with this Memorandum is directed.


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

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