



**DIVISION MEMORANDUM**

**No. 275 , s. 2016**

TO : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Elementary and Secondary Education Program Supervisors  
Elementary and Secondary Public Schools District Supervisors  
Elementary and Secondary School Heads of Leader Schools  
Elementary and Secondary School Heads of Leader Schools

FROM :   
**ARNULFO M. BALANE, CESO V**  
Schools Division Superintendent

SUBJECT: **MONITORING CONFERENCE OF SCHOOL-TO-SCHOOL PARTNERSHIP  
PROGRAM IMPLEMENTERS**

DATE: October 28, 2016

1. Relative to Division Memorandum No. 179, s. 2016 , re: Implementation of School-to-School Partnership Program, the **Monitoring Conference** of School-to-School Implementers i.e. School Heads of Leader School and Partner School and their Monitors is scheduled as follows:

November 8, 2016	-	First and Second Congressional Districts
November 9, 2016	-	Third and Fifth Congressional Districts
November 10, 2016	-	Fourth District and Secondary Schools

Time : 8:00 a.m.  
Venue : Naga Regent Hotel

2. The conference aims to:
  - a. To gather updates on the implementation of School-to-School projects
  - b. Accomplish the liquidation of the expenses of the project
  - c. Sharing of the best practices
3. Participants are advised to bring the following:
  - a. Final copy of the School Improvement Plan (SIP)
  - b. Liquidation Documents
  - c. Accomplishment Report
  - d. Laptop and extension wire
4. Travel and other related expenses incurred relative to this activity shall be charged to MOOE/Local funds subject to the usual accounting and auditing rules and regulations.
5. For your guidance and strict compliance.



Department of Education  
Region V  
DIVISION OF CAMARINES SUR  
*Freedom Sports Complex, San Jose, Pili, Camarines Sur*

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ONE Vision and Mission  
ONE Camarines Sur Division  
ONE Goal: Quality Education