Division Memorandum
No. 104 of 2012

October 25, 2012

ORIENTATION – WORKSHOP ON THE PREPARATION
OF SBM GRANT PROJECT PROPOSAL

To: Public Schools District Supervisors
    Education Program Supervisors/Division Coordinators
    SBM Grantees

I. To facilitate the immediate submission of SBM Project Proposal as a requirement
   for the release of the grant, there will be an Orientation-Workshop on the
   Preparation of SBM Grant Project Proposal on November 3, 2012 at Regent
   Hotel, Naga City.

II. Participants to this activity are all Public Schools District Supervisors, some
    Education Program Supervisors/Division Coordinators and SBM Grantees.

III. Participants are advised to bring the following:
    1. Laptop
    2. USB
    3. SIP
    4. AIP

IV. Attached herewith is the list of SBM 2012 Grantees/Participants.

V. Be punctual in coming to the venue as early as 8 o’clock in the morning so that
   output will be finished earlier than 5 o’clock in the afternoon.

VI. Travel expenses to be incurred by the participants relative to this activity shall be
    charge against local school fund (MOOE) Subject to usual accounting and
    auditing rules and regulation.

VII. For information and guidance and compliance.


GILBERT V. SADSA
Schools Division Superintendent