DIVISION MEMORANDUM
No. _____ S. 2012

CONFERENCE-WORKSHOP ON SIP ANNUAL/Terminal Performance Review

To: ALL SECONDARY SCHOOL HEADS

1. In consonance with RA9155 and to determine the effective implementation of the School Improvement Plan (SIP), there will be a Conference-Workshop on SIP Annual/Terminal Performance Review in three batches on May 8, 9 and 10 at Regent Hotel, Naga City.

2. The activity aims to:
   a. compare actual performance with the target
   b. identify areas that need adjustment in improvement
   c. design strategies and activities to realize the objectives.

3. All Secondary School Administrators shall be the expected participants whose attendance must follow the schedule below:

   Batch 1 (May 8, 2012) - 1st and 2nd District
   Batch 2 (May 9, 2012) - 3rd and 5th District
   Batch 3 (May 10, 2012) - 4th District

4. For the effective and speedy realization of the outputs of the Workshop, the participants are expected to bring laptop, SIP and AIP.

5. Participants are expected to be at the venue before 8:00 in the morning in order to maximize the time for the activity.

6. Traveling expenses to be incurred by the participants shall be charged against local school funds (MOOE) subject to usual accounting and auditing rules and regulations.

7. For immediate dissemination and compliance.

GILBERT T. SADSAD
Schools Division Superintendent