

DIVISION MEMORANDUM
No. 321, S. 2017

ORIENTATION ON THE ROLL-OUT OF THE CONTINUOUS IMPROVEMENT'S (CI) PROJECT STEP-UP (SYSTEMATIC AND TECHNICALLY EFFICIENT PROCESSING OF STEP INCREMENT AND UPDATING OF PAYROLL)

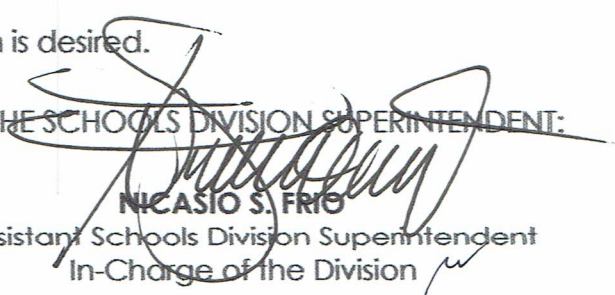
To: Concerned Public Schools District Supervisors
Concerned Officers in-Charge of the District
Concerned Elementary School Heads
Concerned District and Planning Officers

- The successful roll-out of the Project STEP-UP to five (5) districts has brought impact to its target clientele and is now ready to be rolled-out to the remaining thirteen (13) districts of this division.
- There will be an orientation for the concerned districts which will be conducted on December 27-29, 2017 (venue will be announced later). It will be conducted in six (6) sessions within three (3) days. For the information of all concerned, the number of participants and schedule per district to the aforementioned orientation are the following, to wit:

Date	Time	District	Total No. of Participant	Number of Participants		
				PSDS/OIC of the District	Elementary School Head	School Planning/ ICT Coordinator
December 27, 2017	8:00-12:00	Dumalag & Dumarao	108	2	53	53
	1:00-5:00	Sapian & Sigma	90	2	44	44
December 28, 2017	8:00-12:00	Tapaz East & West	112	2	55	55
	1:00-5:00	Mambusao East, Mambusao West & Pontevedra	107	3	52	52
December 29, 2017	8:00-12:00	Jamindan & Pilar	110	2	54	54
	1:00-5:00	Panay & Panitan	110	2	54	54

- Participants to this orientation are thirteen (13) Public Schools District Supervisors/ Officers in-Charge of the District, three hundred twelve (312) School Heads, three hundred twelve (312) School Planning / ICT Coordinators, five (5) New Division CI Team members, and three (3) facilitators and Division Office Personnel.
- Travel expenses of the participants are chargeable against school MOOE fund while expenses for snacks shall be chargeable against Division MOOE fund subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


NICASIO S. FRIGO
Assistant Schools Division Superintendent
In-Charge of the Division