



Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



DIVISION MEMORADUM
No. 013, s. 2018

January 15, 2018

PREPARATION OF ANNUAL IMPLEMENTATION PLAN (AIP) YEAR 2 OF THE DEDP

To: Acting Assistant Schools Division Superintendent
Chiefs, School Governance & Operations Division and
Curriculum Implementation Division
Education Program Supervisors
Senior Education Program Specialists
Section Heads

1. The Schools Division of Capiz will conduct a Two-Day Workshop on the Preparation of the Annual Implementation Plan (AIP) Year 2 of the Division Education Development Plan (DEDP) on January 23-24, 2018 at San Antonio Beach Resort, Baybay, Roxas City.
2. The workshop aims to assess the status of the implementation of programs, projects and activities, KPIs, education resources utilization (human resources, learning materials, facilities, equipment and funds) and to prepare an Annual Implementation Plan (AIP) Year 2 of the DEDP.
3. The list of participants to this workshop are found in Enclosure No. 1. Each participant must bring laptop.
4. Meals and other expenses relative to the conduct of this activity will be charged against the Division INSET funds while travel expenses incurred relative to attendance to this activity are chargeable against local/school MOOE funds subject to usual accounting and auditing rules and regulations.
5. For your information.


MIGUEL MAC D. APOSIN, Ed.D, CESO V
Schools Division Superintendent

Participants

| | | |
|----|---|--------------------------------|
| 1 | - | SDS |
| 1 | - | ASDS |
| 2 | - | Chiefs CID & SGOD |
| 10 | - | EPSs & SGOD EPS |
| 1 | - | IPED COORDINATOR |
| 1 | - | KINDER GARTEN COORDINATOR |
| 4 | - | SEPS |
| 1 | - | MEDICAL OFFICER IV |
| 1 | - | DENTIST |
| 1 | - | NURSE |
| 1 | - | SBFP COORDINATOR |
| 1 | - | ENGINEER III |
| 1 | - | PLANNING OFFICER III |
| 1 | - | PDO II - DRRM |
| 1 | - | PDO I – YOUTH FORMATION |
| 1 | - | LEGAL OFFICER |
| 1 | - | INFORMATION TECHNOLOGY OFFICER |
| 1 | - | ACCOUNTANT III |
| 1 | - | BUDGET OFFICER I |
| 1 | - | ADMINISTRATIVE OFFICER V |
| 1 | - | SUPPLY OFFICER |
| 1 | - | CASHIER |
| 1 | - | RECORD OFFICER |
| 2 | - | SECRETARIAT |