



Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 6216118

February 3, 2020

DIVISION MEMORANDUM

No. 020, s. 2020

**FINALIZATION OF ANNUAL IMPLEMENTATION PLAN (AIP) ANNUAL
PROCUREMENT PLAN (APP) AND PROJECT PROCUREMENT MANAGEMENT
PLAN (PPMP) for FISCAL YEAR 2020**

To: Secondary School Administrators

1. The Schools Division of Capiz will conduct a 2 – Day Live Out Conference Workshop on the **Finalization of Annual Implementation Plan (AIP) Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP) for Fiscal Year 2020** on February 17 – 18, 2020 at Villa De Oro, Boracay, White Beach Path, Malay, Aklan (Station 2).
2. The Conference Workshop aims to:
 - a. review and identify the needs of the schools
 - b. present and finalize its implementation for fiscal year 2020
3. Participants to this Conference – Workshop are the 54 Secondary Administrators.
4. No registration is required; however travel expenses of the participants shall be charged against local fund (MOOE) subject to the usual accounting and auditing procedures.
5. The training matrix is found in enclosure No. 1.
6. Immediate dissemination of this memorandum is desired.


SALVADOR O. OCHAYO JR., Ed.D., CESO V
Schools Division Superintendent

Enclosure: As stated

Reference:



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Enclosure No. 1:

MATRIX OF ACTIVITIES

DAY 1	ACTIVITIES	IN-CHARGE
Arrival of the Participants		
10:00 – 11:30	Registration	Dr. Emmie G. Garbosa Dr. Yoly C. Lindo
LUNCH		
1:00 – 2:00	Opening Program	Miss Maria Bambi L. Billanes Unit I School Heads
2:00 – 3:00	Orientation & Rationale of the Conference Workshop	Dr. Queenie L. Bachoco
3:00 – 4:00	Revisiting the AIP, APP, PPMP	Dr. Marilou B. Lozada
4:00 – 5:00	Critiquing, Comments and Observations of Previous AIP, APP, PPMP	Mr. Romeo O. Abunas
DAY 2	ACTIVITIES	IN-CHARGE
8:00 – 8:30	MOL	Dr. Sheila Soliva Unit II School Heads
8:30 – 9:30	Presentation of Sample AIP/ Critiquing	Dr. Marie Liezel L. Diawara
9:30 – 10:30	Presentation of Sample APP/ Critiquing	Dr. Aida F. Villanueva
10:30 – 11:30	Presentation of Sample PPMP / Critiquing	Mr. Ronilo B. Tu
LUNCH		
1:00 – 2:00	Finalization of Outputs	Dr. Rosiene C. Cebal
2:00 – 3:00	Open Forum	Mr. Nilo L. Domingo
3:00 – 4:00	Closing Program	Miss Myrthyl M. Coaching

