



Republic of the Philippines  
**Department of Education**  
**Schools Division Office of Benguet**

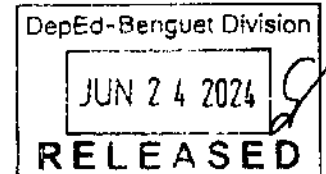
20 June 2024

**DIVISION MEMORANDUM**

No. 209, s. 2024

**ORIENTATION-PLANNING WORKSHOP (FOR SUPPORT PERSONNEL) IN THE  
 PREPARATION OF SCHOOLS' ANNUAL IMPLEMENTATION PLAN  
 FOR SY 2024-2025**

To: Assistant Schools Division Superintendent  
 Chiefs, SGOD and CID  
 Public Schools District Supervisors/Districts-in-charge  
 School Heads  
 Concerned non-teaching personnel



- As part of the preparation to the incoming school year 2024-2025, schools are expected to prepare their Annual Implementation Plans (AIPs) aligned with their approved three-year School Improvement Plans (SIPs), and/or Adjusted SIPs before the SY commences on July 29, 2024.
- In line with this, a One-day Orientation-Planning Workshop for the **School's Support Personnel** in the Preparation of School AIP, SY 2024-2025 will be conducted by batches on June 24 and 25, 2024 at Ecolodge, Magsaysay Avenue, Baguio City, as follows:

	<b>Date</b>	<b>Districts</b>
Batch 1 = 108	June 24, 2024	Kapangan and Kibungan (27 AOs) Buguias and Mankayan (46 AOs) Itogon 1 and 2 (20 AOs) All PDOs (15)
Batch 2 = 110 pax	June 25, 2024	Atok and Bakun (29 AOs) Tublay and Trinidad (28 AOs) Bokod and Kabayan (27 AOs) Sablan and Tuba (26 AOs)
June 24 - 25, 2024		<b>SDO Facilitators/PMT (7):</b> Chief EPS-SGOD, CID-EPS representative, SGOD program representatives, OSDS representatives

- Expected participants are the Administrative Officers (AOs) and Project Development Officers (PDOs) in the schools who answered the Poll conducted in their respective official GCs. All participants are directed to bring with them their previous AIPs to be used during the workshop.
- Lunch and snacks shall be provided chargeable against the Disaster Preparedness and Response Program (DPRP) Funds, while transportation and other incidental expenses incurred by the participants and facilitators may be charged to local funds (MOOE) subject to the usual accounting and auditing rules and regulations.
- For immediate dissemination, guidance, and compliance of all concerned.

**SALLY L. BANAKEN - ULLALIM, CESO V**  
 Schools Division Superintendent

SGOD/CBS/drrm.nib

*FOR THE SDO:*



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*Integrity Sets Accomplishment Builds Character Promotes Excellence*