



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
**SCHOOLS DIVISION of BENGUET**  
Wangal, La Trinidad, Benguet  
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**April 10, 2015**

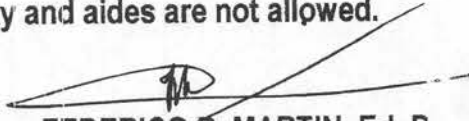
**DIVISION MEMORANDUM**

No. **044 . 2015**

**DIVISION INSET IN THE PREPARATION OF ENHANCED SCHOOL IMPROVEMENT  
PLANS FOR SECONDARY SCHOOLS**

To: Secondary School Heads and Teachers

1. Corollary to new DepED policies, programs, projects and activities be informed that there will be a division writeshop for all secondary school heads in the enhancement of School Improvement Plans to be held at the Division Office adivay hall on April 29 - 30, 2015.
2. After the workshop, all school heads are expected to enhance their SIPs integrating and contextualizing therein all vital DepED policies, programs, projects and activities and submit such documents on or before June 1, 2015.
3. Participants to this workshop are all secondary school heads and a teacher representative per school.
4. Participants are required to bring their consolidated school report cards for the past three (3) years, latest SIPs, laptops, and extension wires.
5. Lunch and snacks will be charged to Division INSET funds while participants' travelling expenses and incidental expenses relative to their participation to this workshop may be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Attendance of all concerned is desired. Proxy and aides are not allowed.

  
FEDERICO P. MARTIN, Ed. D.  
OIC - Schools Division Superintendent