



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



**DIVISION MEMORANDUM**

No. 031 s. 2016

**TO :** **OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
HEADS, PUBLIC ELEMENTARY and SECONDARY SCHOOLS**

**FROM :**  **CATHERINE P. TALAVERA, Ph. D.**  
OIC- Schools Division Superintendent

**SUBJECT : UPDATING & EVALUATING SRC, SIP AND AIP**

The City Division of Tayabas will conduct Updating & Evaluating School Report Card, School Improvement Plan and Annual Implementation Plan on February 15-17, 2017 at Tayabas East Central School III.

Participants to this activity are School Heads and ICT coordinator of the school.

Meal expenses (900.00) of the participants relative to their attendance to the said three-day activity shall be charged against local funds subject to usual accounting and auditing rules and to the availability of funds.

Immediate dissemination of this memorandum to all concerned is earnestly desired.



*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

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