



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



DIVISION MEMORANDUM

No. D93 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 : DEVELOPMENT OF WPF FOR AIP, M& E TOOLS & SBM
ACTION PLAN

In order to assist the schools in crafting WFP for AIP, M&E tools and SBM Action Plan, the City Division of Tayabas will hold a Five-Day Seminar Workshop on Development of Work and Financial Plan for Annual Improvement Plan, M & E tools and SBM Action Plan on April 17-21, 2017.

This will be participated by school heads and ICT Coordinator of all schools. The objectives of this activity are the following:

1. Provide Technical Assistance to schools in crafting Work & Financial Plan for Annual Improvement Plan;
2. Assist schools in crafting programs and activities to improve learners' academic performance and SBM Level of Practice;
3. Adjust and Finalize School Improvement Plan

Attached to this memorandum is the travel order of the participants.

Meal and other related expenses of the participants relative to their attendance to the said activity shall be charged against local funds subject to usual accounting and auditing rules and procedures.

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

Email us at: tayabas.city@deped.gov.ph

Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591

telefax no. : (042) 797-0054), (042) 797-0773



ACTIVITY MATRIX

DAY & TIME	ACTIVITIES	FACILITATOR/S
DAY 1 8:00 – 9:00	Opening Program	Maria Gracia Naynes/ Michelle Gabuya
9:00 – 10:00	Orientation on Evaluation Process of SIP/AIP	SGOD/CID
10:00 -12:00	Evaluation of SIP/AIP	SGOD/CID
12:00 – 1:00	LUNCH	
1:00 – 5:00	Continuation Evaluation Process as to: - Alignment of Programs & Projects to OPCRF, SBM Activities - Substance and Relevance of Programs and Projects - Completeness of School Improvement Plan and Annual Improvement Plan	SGOD/CID
DAY 2 8:00 – 5:00	Crafting of Work and Financial Plan and M& E tools	SGOD/CID
DAY 3 8:00 – 5:00	Evaluation of SBM Level of Practices Action Plan	SGOD/CID
DAY 4 8:00 – 5:00	Adjustment of SBM Action Plan	SGOD/CID
DAY 5 8:00 -5:00	Presentation of Finalized AIP and SBM Action Plan & OPCRF	SGOD/CID

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AUTHORITY TO TRAVEL

Authority is hereby requested for:

No.	NAMES	School Name
1	Michelle Gabuya	Alsam ES
2	Larvin Labrada	Bukal ES
3	Adrian Naynes	Busal ES
4	Dr. Joy Buban	Dapdap ES
5	Marinelle Abella	Domoit ES
6	Alona Crisanto	East Palale ES (Silangan Palale ES)
7	Lea Cosico	Froilan E. Lopez ES
8	Waldyma Pasacsac	Gibanga ES
9	Patria Cabriga	Ilasan ES
10	Leonora De Rama	Ipilan-Alitao ES
11	Marlyn Ayangco	Kalumpang Elementary School

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12	Arlene Pagana	Katigan-Alupay ES
13	Melinda Buncayo	Lakawan ES
14	Girlye Abaricia	Lalo ES
15	Julieta Labita	Lawigue ES
16	Myrna Tabernilla	Malao-A / Calantas ES
17	Honesto Caagbay	Masin ES
18	Anna Monica Bautista	Mate ES
19	Teresa Andaya	North Palale ES
20	Maria Gracia Naynes	Pandakake ES
21	Luz Pacaigue	Potol ES
22	Elpidia Palayan	South Palale ES
23	Marian Floes	Tayabas East CS I
24	Annabel Malvar	Tayabas East CS II
25	Flora Puchero	Tayabas East CS III
26	Ronan Ranillo	Tayabas West Central School II
27	Dennis Labita	Tayabas West CS I
28	Leah Clado	Tayabas West CS III
29	Natalia Andaya	Tayabas West CS IV
30	Princess Subeldia	Valencia ES
31	Roderick Hugo	Wakas ES
32	Rowena Sabiduria	West Palale ES
33	Dr. Gener De Los Reyes	Luis Palad NHS
34	Cynthia Zorilla	Filipino Dept. (LPNHS)
35	Maricel Abella	English Dept (LPNHS)
36	Vilma Fidelino	Math Dept (LPNHS)
37	Rebecca Lazo	Science Dept. (LPNHS)
38	Cherry Hugo	Araling Panlipunan Dept. (LPNHS)
39	Wilma Zaide	TLE DEpt. (LPNHS)
40	May Castellones	MAPEH (Dept)
41	Lorena saul	ESP Dept (LPNHS)
44	Mary Grace cabili	Rosario Quesada Mem. NHS
45	Evelyn Palambiano	West Palale National High School
46	Cecilia Pingol	Senior High School

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Name	School/Office
47 Romnick E. Laguartilla	Bukal ES
48 Garry P. Ayala	Busal ES
49 Juvelyn T. Cocadiz	Dapdap ES
50 Noela Alita V. Cabuyao	East Palale ES
51 Maria Consuelo H. Figueroa	Froilan E. Lopez ES
52 Arcedel R. Pagana	Gibanga ES
53 John Benedict M. Aguerra	Ilasan ES
54 Maribel A. Dimaculangan	Ipilan-Alitao ES
55 Ma. Luisa E. Abuel	Kalumpang ES
56 Rochelle P. Javal	Katigan-Alupay ES
57 Glenda Y. Castillo	Lakawan ES
58 Rich-Ann E. Dulot	Lalo ES
59 Anicee S. Rodillo	Lawigue ES
60 Wendell R. Javin	Luis Palad NHS
61 Janedel Z. Caban	Malao-A / Calantas ES
62 Albeus Jay Cabuyao	Masin ES
63 Rochelle P. Ibarrola	North Palale ES
64 Lalaine T. Calabano	Potol ES
65 Ronan Thaddeus D. De los Santos	Rosario Quesada Mem. NHS
66 Ariel Cabuyao	South Palale ES
67 Marchella Unson	Tayabas East CS I
68 Michelle C. Anyayahan	Tayabas East CS II
69 Ivy D. Isagunde	Tayabas East CS III
70 Wenifreda C. Manzano	Tayabas West Central School II
71 Christine V. Cabuyao	Tayabas West CS I
72 Baby Lyn T. Olandes	Tayabas West CS III
73 Jezelle L. Obis	Tayabas West CS IV
74 Chessette D. Obciana	Wakas ES
75 Kristine A. Plasuelo	West Palale ES
76 Jerwin Talisic	West Palale NHS
77 Arlene A. Racelis	LPNHS-Filipino
78 Baby Leonor M. De Luna	LPNHS-EsP
79 Maria Cecilia P. Pagana	LPNHS-TLE
80 Marvin J. Rosales	LPNHS-Science
81 Nelson P. Edon	LPNHS-MAPEH
82 Marlon P. Villa	LPNHS-Math
83 Jojo J. Oabel	LPNHS-English
84 Aldwin O. Rea	LPNHS-AP
85 Edmar G. Rada	SHS

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Purpose: to attend crafting of Work and Financial Plan for Annual Improvement Plan,
M&E tools and SBM Action Plan

Destination: Tayabas East Central School III

Date: April 17-21, 2017

Means of Transportation:

Travel is on: official Business

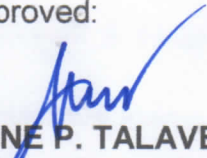
 Official Time

Source of Funds: (if Official Business)

 MOOE

 other

Approved:


CATHERINE P. TALAVERA, Ph. D.
OIC, Schools Division Superintendent

AK/AD TRAVEL ORDER

TD - 277/ 03.30-17

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