

Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF SAGAY CITY
City of Sagay

26 January 2018

DIVISION MEMO

No. 138, s. 2018

To : Asst. Schools Division Superintendent
Chiefs, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
Heads of Senior High Schools

Subject: CONDUCT OF STUDY ON THE EFFICIENCY OF THE 2017 AIP
IMPLEMENTATION

1. Relative to the study entitled the Efficiency of the 2017 AIP Implementation of all the schools in the Division of Sagay City, the field is hereby inform of the schedules of evaluation and the focus group discussion starting February 1, 2018 to March 16, 2018.
2. During the conduct of the study all School heads are instructed to prepare the following documents to facilitate easy, prompt and accurate data collection: a.) Approved 2017 AIP of the school b.) Supplemental AIP for re-aligned programs and projects c.) SIP 2016-2018. d.) **Laptop, extension cord & USB**

Cluster/Venue	Date & Time	Participants
Cluster 1 J. B. Puey ES	Mar. 1 & 2 , 2018 8:00 a.m. to 5:00 p.m.	<ul style="list-style-type: none">• School heads – District 1 and 4 & ICT Coordinators of the schools (optional, if the S.Head needs assistance on computer operation) [no. of pax =13]
Cluster 2 Ma. Lopez ES	Feb. 12 & 13, 2018 8:00 a.m. to 5:00 p.m.	<ul style="list-style-type: none">• School heads – District 2 and 7 & ICT Coordinators of the schools (optional, if the S.Head needs assistance on computer operation) [no. of pax = 14]
Cluster 3 J.B. Puey Sr. ES	Feb. 14 & 15, 2018 8:00 a.m. to 5:00 p.m.	<ul style="list-style-type: none">• School heads – District 3 and 6 & ICT Coordinators of the schools (optional, if the S.Head needs assistance on computer operation) [no. of pax = 18]
Cluster 4 J.B. Puey Sr. ES	Feb. 19, 2018 8:00 a.m. to 5:00 p.m.	<ul style="list-style-type: none">• School heads – District 5 & ICT Coordinators of the schools (optional, if the S.Head needs assistance on computer operation) [no. of pax = 7]
Cluster 5 J.B. Puey Sr. ES	Feb. 21 & 22, 2018 8:00 a.m. to 5:00 p.m.	<ul style="list-style-type: none">• School heads – District 8 and 10 & ICT Coordinators of the schools (optional, if the S.Head needs assistance on computer operation) [no. of pax = 15]
Cluster 6 J.B.Puey Sr. ES	Feb. 27, 2018 8:00 a.m. to 5:00 p.m.	<ul style="list-style-type: none">• School heads – District 9 & ICT Coordinators of the schools (optional, if the S.Head needs assistance on computer operation) [no. of pax = 11]

3. Since the venue has limited seating capacity, participants including their District Supervisors are advised to follow the cluster schedules. **No proxy allowed.** The presence of the School heads in the evaluation is crucial in the pursuit of clarity and evidence-based decision making.

4. In the event School Heads are not available on the specified date, prior arrangement with the Planning and Research Unit should be done since meals & snacks will be served on that date.
5. For compliance and immediate dissemination.

MARSETTE D. SABBALUCA, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Allotment: 1-5

To be indicated in the Perpetual Index

NOE B. ABDON
ADMIN. OFFICER IV-PERSONNEL
In-charge of the Division

SCHOOL FUNDS

RESEARCH