

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

December 18, 2018

Division Memorandum

No. 387 s. 2018

To: Heads of Public Elem, Secondary and Senior High Schools including IUs
Division Accountant 111
ADAS 1, 11, & 111 (Public Elem, Secondary & Senior High Schools)

RE: Coordination meeting with SEPS- Planning & Research


Relative to the finalization & validation of the ESIP-AIP 2019 with the 2019 MOOE, all Schools Heads, Administrative Assistant 1, 11 & 111 for Elementary, Secondary & Senior High Schools are requested to attend the coordination meeting on the following schedules:

- a. **All ADAS 1,11,111 for Elem., Sec. & Senior High School** including IUs - **December 20, 2018 @ 9:00 a.m. to 5:00 p.m.** at the Division Lobby.
- b. **All School Heads including IUs & ADAS – December 21, 2018 @ 9:00 a.m. to 5:00 p.m.** at the Division Lobby

Please bring with you the following:

1. Copy of your school's ESIP-2019 AIP (already finalized by the School Planning Team)
2. Copy of the proposed 2019 MOOE
3. GAA – NEP Allocation 2019 (Secure copy with Ms. Josie R.-Division Accountant)
4. Laptop & extension cord

Since this is a whole day activity participants are advised to bring their own provision for snacks & lunch. Attendance is a MUST.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent