



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099




August 2, 2013

Division Memorandum
No. 45-s. 2013

DIVISION PRE-PLANNING FOR SENIOR HIGH SCHOOL

TO: Education and District Supervisors
Heads of Public Elementary and Secondary Schools
Administrator, ACNTS
Presidents of PESPA, NOPTI & FED PTA
Private Schools

1. This is to inform that a Division Pre-Planning for Senior High School shall be held on August 5, 2013, 9:00 am at the Gabaldon Building.
2. The objectives of the Pre-Planning are the following:
 - a. Prepare the Division Pre-Implementation Plan for Senior High School and
 - b. Prepare for the FY 2015 Budget.
3. Participants in this activity are the following:
 1. Education Program Supervisors
 2. PSDS
 3. Secondary School Heads
 4. President & Administrator (Private Schools)
 5. Accountant
 6. Supply Officer
 7. Planning Officer
 8. PTA President
 9. Physical Coordinator
4. All expenses to be incurred shall be charged against Division MOOE funds subject to the usual accounting and auditing rules and regulations.
5. Wide and immediate dissemination of the contents of this Memorandum is earnestly desired.


LUZ C. ARRIOLA
Schools Division Superintendent
Officer-in-Charge



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DIVISION PRE-PLANNING FOR SENIOR HIGH SCHOOL
Gabaldon Building
August 5, 2013

I. Source of Funds:

Division MOOE

Php 10,000.00

II. Participants:

1. Education Program Supervisors
2. PSDS
3. Secondary School Heads
4. President & Administrator (Private Schools)
5. Accountant
6. Supply Officer
7. Planning Officer
8. PTA President
9. Physical Coordinator

III. Expenses

2 snacks & 1 meal @ 250 /pax x 40

Php 10,000.00


Prepared by:

IMELDA P. MACASPAC
OIC-ASDS

Funds Available:


GAY PANGILINAN
Accountant

Approved by:


LUZ C. ARRIOLA
Schools Division Superintendent