



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**Negros Island Region**  
***DIVISION OF NEGROS ORIENTAL***  
Capitol Area, Dumaguete City

August 2, 2017

**DIVISION MEMORANDUM**

No. 406 ; s. 2017

**TRAINING-WRITESHOP ON THE DEVELOPMENT OF SENIOR HIGH SCHOOL  
IMPROVEMENT AND WORK FINANCIAL PLANS**

TO : Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/Districts-In-Charge  
Public Secondary School Heads  
All Others Concerned

1. This office informs the field on the Training-Writeshop on the Development of Senior High School Improvement and Work Financial Plans on August 14-16, 2017 at SMX Convention Center, Bacolod City.
2. This seminar intends to craft a SHS SIP and Work Financial Plan (WFP) in consonance to school governance and operations. Schools are encouraged to prepare ahead of time with their respective SHS Annual Procurement and Work Financial Plans.
3. Participants to this seminar are SHS administrators and SHS Focal Persons. SHS Focal Persons of small schools with meager allocation of MOOE may charge their registration fee from their mother school in the district. Attached is the List of Participants.
4. Participants must bring laptops, extension wire, pocket wifi, soft and hard copy of an existing SIP, and other documents that are important in the development of SIP.
5. A registration fee of Four Thousand Pesos (Php 4,000.00) shall be charged to each participant which will be automatically deducted from their Senior High School MOOE to defray expenses for materials, board and lodging.
6. Traveling and other incidental expenses incurred by the participants are chargeable against School MOOE/SHS MOOE/ District MOOE/Division MOOE, and other funds subject to the usual accounting and auditing rules and regulations.
7. This memorandum serves as Travel Order.
8. For your information and widest dissemination.

  
**SALUSTIANO T. JIMENEZ, CESO VI**

**OIC, Office of the ARD**

Concurrent Schools Division Superintendent

to 8/2/17

STJ/raj

  
02 AUG 2017

## LIST OF PARTICIPANTS

- |     |                             |   |                 |
|-----|-----------------------------|---|-----------------|
| 1.  | LELANIE T. CABRERA, CESE    | - | ASDS            |
| 2.  | ERLINDA N. CALUMPANG, ED.D. | - | CHIEF, CID      |
| 3.  | RACHAEL PICARDAL, ED.D.     | - | CHIEF, SGOD     |
| 4.  | JENNIFER P. PIODOS          | - | ACCOUNTANT      |
| 5.  | KATHERINE Y. SEDILLO        | - | TRAINER         |
| 6.  | NONALE Q. RESOOR, ED.D.     | - | TRAINER         |
| 7.  | RENANTE A. JUANILLO, ED.D.  | - | TRAINER         |
| 8.  | ROSE R. ABIERA              | - | LRMDS           |
| 9.  | ANTONIO B. BAGUIO, JR.      | - | TVL COORDINATOR |
| 10. | CARMELITA A. ALCALA, ED.D.  | - | DEPS            |
| 11. | ESTERLINA B. PARAGOSO       | - | DEPS            |
| 12. | EMMA S. MATE, ED.D.         | - | SOC. MOB.       |
| 13. | REYNALD C. DOTE             | - | STAFF           |
| 14. | IZRAH FAYE A. SAGUBAN       | - | STAFF           |
| 15. | JEFFERSON UY                | - | STAFF           |
| 16. | ALFREDO TICON               | - | STAFF           |
| 17. | FRANCIS AUSTERO             | - | STAFF           |
| 18. | CASMER T. PALTINGCA         | - | STAFF           |
| 19. | ARLENE PEPITO               | - | STAFF           |
| 20. | JOY EMILY TANIO             | - | STAFF           |

SHS ADMINISTARATORS (111)

SHS FOCAL PERSONS (111)