



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. **395**, s. 2023

September 11, 2023

SITE DEVELOPMENT PLAN ORIENTATION

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office through the School Governance Operations Division (SGOD) hereby announces the conduct of Site Development Plan Orientation on September 19, 2023 at 8:00 a.m. onwards. Venue of the said activity will be announced later.
2. The activity aims to orient the school on the preparation of the development plan which will present infrastructure status of the school and the proposed/ future infrastructure project of the school.
3. Participants to this orientation are Assistant School Superintendent, Chief Education Supervisors, Education Program Supervisors, School Principals, Assisting Principal, Assistant Principals, Head Teachers, SEPS HR, M and E, EPS II HR, Division Engineer, PDO II.
4. Expenses relative to the conduct of the activity are chargeable against Program Support Fund (PSF) for the Implementation of School Building Programs subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



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