



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

03 February 2021

DIVISION MEMORANDUM

DM No. 046, s. 2021

CAPACITY BUILDING ON AIP/WFP CUM TECHNICAL ASSISTANCE (PHASE II)

To: OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, SGOD-EPS, Budget Officer, Division Accountant/Accounting Personnel, SME Program Specialists, Public Schools District Supervisors, Select Elementary and Secondary School Heads, and Others Concerned

1. In connection with the implementation of DepEd Order No. 44, s. 2015 (Guidelines on the Enhanced School Improvement Planning Process and School Report Card) and the submission of the Annual Implementation Plan (AIP) and the Work and Financial Plan (WFP) for FY 2021 as per Division Memorandum No. 23, s. 2021, this Office through the SGOD-SME will conduct a professional development activity titled "**Capacity Building on AIP/WFP cum Technical Assistance (Phase II)**".
2. This two-day live-in activity will be conducted on **February 10-11, 2021** at Sevilla's Resort, Lucena City.
3. There will be three (3) participants per schools district:

Position	No. of Participants
PSDSs/OICs	56
Select Elementary School Heads	56
Select Secondary School Heads	56

**preferably, members of the DARC*

4. Participants to this limited face-to-face activity are requested to pre-register at <https://tinyurl.com/y37xfd8m> to confirm attendance on or before **February 7, 2021**.

DEPEDQUEZON-TM-SDS-04-009-003



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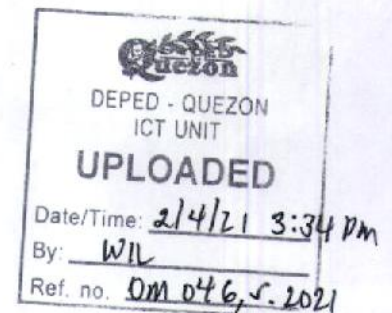




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5. To ensure safety of everyone, **strict health protocols in accordance with IATF guidelines** will be enforced during the conduct of the two-day program. Participants are expected to wear protective gears and bring their laptop computers.
6. Travel expenses relative to the conduct of this activity shall be charged against local fund and/or the Maintenance and Other Operating Expenses (MOOE), whereas the food and accommodation of participants shall be charged against the HRTD Fund, subject to usual accounting rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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