



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII



SCHOOLS DIVISION OFFICE OF CATBALOGAN CITY

DIVISION MEMORANDUM

NO. 258, s. 2018

TO: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Public Schools
All Others Concerned

FROM:  **CRISTITO A. ECO, CESO V**
Schools Division Superintendent

SUBJECT: CONSULTATIVE CONFERENCE WITH ELEMENTARY AND SECONDARY SCHOOL AND DISTRICT STEP COORDINATORS

DATE: JULY 27, 2018

1. To improve the implementation and delivery of **STEP** program in the schools Division, this Office through the Curriculum and Instruction Division (CID) will conduct a **Consultative Conference with Elementary and Secondary School and District STEP Coordinators at 8:00 o'clock in the morning of July 27, 2018 at Samar National School.**
2. The activity aims to:
 - a. check the School Action Plan for **STEP** (S.Y. 2018-2019) the school and district activities relative to the program;
 - b. submit copies of Budget Proposal for School **STEP** for SY 2018-2019.
3. Participants are the Elementary and Secondary School and district STEP Coordinators who are advised to **bring** the following items **for submission**:
 - a. Duly signed School Action Plan for **STEP** (SY 2018-2019);
 - b. Hard copy of the Budget Proposal for School **STEP** (SY 2018-2019).
4. **No registration will be collected from the participants.** Travel and other related expenses incurred by the participants during the conduct of the activity are chargeable against local/school/MOOE fund subject to the usual accounting and auditing rules and regulations.
5. Dissemination and compliance to this Memorandum are highly desired.

Enclosure: NONE

Reference: RA 7079, 2018 AIP

Allotment: 1-2-3 (D.O. 50-97)

To be indicated in the *Perpetual Index* under the following:

CONFERENCES

MEETINGS

SCHOOL and DISTRICT COORDINATORS

