



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII
SCHOOLS DIVISION OFFICE OF CATBALOGAN CITY



October 26, 2018

DIVISION MEMORANDUM:

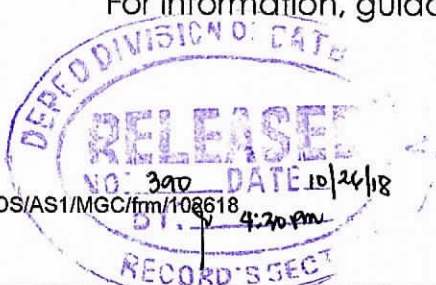
No. 390, s. 2018

**TO: All Division Office Personnel
Public School District Supervisors**

**Presentation/Crafting of 2019 (AIP) Annual Implementation Plan, (PPMP)
Project Procurement Management Plan, and Procurement Schedule cum
Quarterly Meeting**

1. Whereas, to ensure a methodical delivery of Programs and Projects and to avoid overlapping of activities, this schools division will conduct a seminar/workshop entitled "Presentation/Crafting of 2019 (AIP) Annual Implementation Plan, (PPMP) Project Procurement Management Plan, and Procurement Schedule cum Quarterly Meeting", on **November 10-12, 2018**. The venue for said undertaking will be communicated in due time;
2. The objective of this the activity is to come up with the following outputs, to wit:
 - a. **2019 AIP (Annual Implementation Plan).**
 - b. **Unit/ Section's 2019 (PPMP) Project Procurement Management Plan for eventual consolidation and preparation of 2019 (APP) Annual Procurement Plan.**
 - c. **Consolidation of all procurements for crafting of Schedule of Procurements among all functional units/divisions.**
 - d. **Synchronized the delivery of all Programs and Projects and come up with an Annual Calendar of Activities.**
3. Considering the multifarious related task and time constraint relative to this activity, all concerned is advised to prepare the desired report/ document/data in advance, if applicable, to apportion more time on matters requiring diligent scrutiny;
4. Attendance of all concerned is hereby enjoined. Likewise, this Memorandum shall serve as a **Travel Authority**;
5. Expenses incurred in connection with this activity shall be charged to Local Funds/Division MOOE, subject to existing accounting rules and regulations;
6. Finally, on the premise that the two days of the activity is slated on a Saturday and Sunday (November 10 and 11, 2018), a corresponding Compensatory Overtime Credit for actual services rendered shall be granted, subject to existing rules and regulations.

For information, guidance and strict compliance.



CARMELINO P. BERNADAS, Ph.D., CESO VI
Schools Division Superintendent

OSDS/AS1/MGC/fm/100618

