



DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Corner Don Carlos-Guingona St., City of Malaybalay  
Contact Numbers: 813-2894, 221-4597  
Email Address: [malaybalay@deped.gov.ph](mailto:malaybalay@deped.gov.ph)



November 08, 2012

DIVISION MEMORANDUM  
No. 169 s. 2012

TO : Education Program Supervisors-Designate and Division Coordinators-Designate  
Public Schools District Supervisors and Coordinating Principals  
Elementary School Heads  
Secondary School Heads

f:   
FROM: EDILBERTO L. OPLENARIA  
OIC, Schools Division Superintendent

1. Per Division Memo No. 134, s. 2012 dated October 4, 2012 *re: Submission of AIP and PPMP for SY 2013* to this Office, a Division-wide review of the AIP, PPMP, and APP to include the secondary schools shall be conducted on the hereunder schedule and venue:

Districts including Secondary Schools	Date	Venue
South, East, and Far East	November 13, 2012	Linabo Central School
North, Central, and West	November 14, 2012	Casisang Elem. School

2. All School Heads are instructed to bring School Improvement Plan (SIP) and draft AIP for SY 2013, copy of the submitted PPMP for 2013, and draft APP for 2013 on the said schedule.
3. All Education Program Supervisors-Designate, and Public Schools District Supervisors and Coordinating Principals are hereby instructed to attend the orientation on "How to Assist in the Review of Annual Improvement Plan, Annual Procurement Plan and the PPMP?" on November 12, 2012 at 9:00 a.m. Division Office.
4. Attendance is a must and the activity shall start promptly at 8:00 a.m. Moreover everybody is instructed to bring their own provision to include snacks and lunch.
5. For your information, guidance, and compliance.