



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

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December 1, 2014

**DIVISION MEMORANDUM**

No. **363** s. 2014

To: **Division Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
This Division**

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MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: 12/2/14 Time: 9:00 AM  
*[Signature]*

**ATTENDANCE TO 2014 YEAR-END SCHOOL HEALTH AND NUTRITION PROGRAM REVIEW**

1. Relative to the upcoming **2014 YEAR- END SCHOOL HEALTH AND NUTRITION PROGRAM REVIEW**, attendance of recognized participants is specified to wit:

POSITION	NO.OF PARTICIPANTS
Division SHNP TWG and staff	21
Division Education Supervisors/Coordinators	11
Public Schools District Supervisors	6
Secondary School Heads (Full-fledged and Designate)	17
Elementary School Heads (Full-fledged and Designate)	65

2. The activity aims to enhance participants' knowledge and skills on Integrated School Health and Nutrition Program (ISHNP); to institutionalize its implementation as a priority and practical Division, District, and School Annual Program in consonance with School -Based Management principles.

3. It is requested that School Heads bring with them laptop, copies of **updated** and approved **School Improvement Plan (SIP) and Annual Procurement Plan (APP)** for the workshop on December 3,2014 ,at Roberto's Casisang ,Malaybalay City. Registration shall start at 7:30 AM, and **FREE** meals and snacks shall be provided while travelling expenses shall be charge to local or school funds subject to usual accounting and auditing procedures.

4. **Widest dissemination and active participation is enjoined.**

*[Signature]*  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent