


**UNNUMBERED MEMORANDUM**

**TO :** OIC-Office of the Assistant Schools Division Superintendent  
Division Unit Heads Concerned  
Public Elementary School Heads  
Public Secondary School Heads (Non-Implementing Units)

**FROM :**   
**DR. MERTHEL M. EVARDOME**  
Acting Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

**SUBJECT :** **SPECIAL MEETING OF SCHOOL HEADS ON AIP, MCP AND APP REVIEW**

**DATE :** January 9, 2015

There shall be a special meeting of all school heads in both elementary and secondary levels (non-implementing units) at Division Conference Hall on specified dates and time listed hereunder to conduct review on submitted Annual Implementation Plan (AIP) Monthly Cash Flow (MCP) and Annual Procurement Plan (APP) which seeks to ensure fiscal discipline, allocative efficiency and operational efficiency of funds in every school programs and projects implementation.

All school heads are requested to bring their own soft copy of AIP, MCP and APP as well as laptop for whatever changes or corrections to be done during the review.

**SCHEDULE OF SPECIAL MEETING**

District	Date and Time	Venue
District I-A District I-B District I-C	Monday / January 12, 2015 1:00 PM	Division Conference Room
ANHS-Dela Paz Ext., Muntindilaw NHS		
District II-A District II-B District II-C	Thursday / January 15, 2015 1:00 PM	Division Conference Room
SJNHS-Dalig Ext., MLGMNHS-Boso Boso Ext., San Juan NHS,		
District II-D	Friday / January 16, 2015 1:00 PM	Division Conference Room
ANHS-Canumay Ext., ANHS-Kaysakat Ext., Calawis NHS, Calawis NHS APIA Ext., MLGMNHS-Rizza Ext.		

Expenses relative to this activity shall be charged to school/local fund subject to usual accounting and auditing rules and regulations.

One hundred (100%) percent attendance is expected.

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DDJE/mlf. 2015