



Republic of the Philippines  
**Department of Education**

Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CAMARINES NORTE**

**Office of the Schools Division Superintendent**

November 05, 2024



**DIVISION MEMORANDUM**

No. 283 s. 2024

**CAPACITY BUILDING OF SCHOOL HEADS ON STRATEGIC PLANNING**

*(School Year Review and Recalibration of the SIP 2023-2028)*

TO: Assistant Schools Division Superintendent  
Chiefs, SGOD & CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

1. The SDO Camarines Norte shall conduct a two-day **“Capacity Building for School Heads on Strategic Planning** (*School Year Review and Recalibration of the SIP 2023-2028*) on **December 9-10, 2024 (Tagalog Districts-Batch 1)** and **December 11-12, 2024 (Bicol Districts-Batch 2)** at the venue to be announced later.
2. Participants in this activity are the Public Schools District Supervisors and school heads of the public elementary and secondary schools. School heads are requested to conduct a pre-work activity together with their School Planning Team (SPT) prior to the commencement of this activity. References and templates shall be accessed through this link: <https://tinyurl.com/SIPMidyearReview>. The results of the pre-work activity shall be submitted through the same link on or before **December 06, 2024**.
3. Travel and incidental expenses of the participants are chargeable against the School MOOE, subject to usual auditing rules and regulations, while meals and lodging are chargeable against the Human Resource Training and Development Funds.
4. All participants are advised to bring a laptop, an extension cord, and a copy of the School Improvement Plan. No teachers shall be sent to participate.
5. For your information, guidance, and compliance.

  
**CRESTITO M. MORCILLA, CESO V**  
Schools Division Superintendent