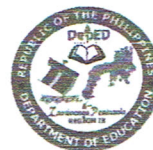


Republic of the Philippines
DEPARTMENT OF EDUCATION

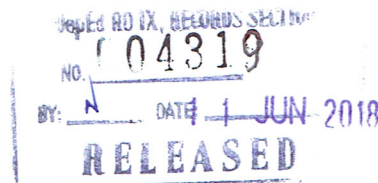
Regional Office IX, Zamboanga Peninsula
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REGIONAL MEMORANDUM

No. 74 s. 2018



To : Schools Division Superintendents
This Region

Attention: CID & SGOD Chiefs
HR SEPS & EPS
Certified NEAP Learning Facilitators

From : 
ISABELITA M. BORRES, CESO III
Regional Director

Date : June 10, 2018

Subject : 2018 Mid-Year Planning & Assessment, Cum TIP
Planning Cum LAC Session Guide Writing

With reference to Memorandum DCM-CI-2018-0077, s. 2018, **"Conduct of 2018 NEAP Mid-Year Planning and Assessment and Semestral Conference with HRDD and QUAD,"** this office will conduct a Mid-Year Planning & Assessment, Cum TIP Planning, Cum LAC Session Guide Writing at Bay Plaza Hotel, Pagadian City on June 13-14, 2018.

This convergence aims to:

- assess Mid-Year accomplishments in terms of individual and office contribution to the attainment of the strategic objectives of NEAP;
- present Program Profile and roadmap;
- prepare draft of 2020 Budget;
- review program implementation of 2018 HRD Professional Programs;

- e. take part in consultative workshops on Multi-Year HRD Fund Utilization guidelines and L & D System Audit;
- f. prepare a plan for the Teacher Induction Program(TIP); and
- g. write session guide for Learning Action Cell (LAC).

Participants are CID & SGOD Chiefs, HR SEPS & EPS II, and Certified NEAP Learning Facilitators of each Division. Furthermore, they are expected to be at the venue on June 13, 2018, check-in time is 9:00 AM and the convergence will start at 10:00 AM. First meal shall be lunch of the same day and check-out time will be after lunch on June 14, 2018.

Participants shall bring laptop, *wifi*, extension wire, Division 5-Year Development Plan and other important documents needed for the workshop.

For HR SEPS who have not complied/submitted the SHDP Colloquium Narrative Report and template, INSET Implementation Report and Division Personnel Profile are reminded to submit hard and soft copy during the 2-day meeting.

Expenses relative to participants' meals and snacks shall be charged to Region HR Funds, while travelling expenses shall be charged to local funds subject to the existing accounting and auditing rules and regulations.

For more information, please contact the Human Resource Development Division at this mobile phone no. 09985488045 or through email *mariettaranhaw@gmail.com* and *melrose.saliot@deped.gov.ph*

Immediate dissemination of this memorandum is desired.