



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF BULACAN**

October 25, 2024

**DIVISION MEMORANDUM**

No. 406 s. 2024

**DIVISION MEETING CONFERENCE ON THE FINALIZATION OF  
 ANNUAL IMPLEMENTATION PLAN (AIP) AND OTHER  
 PERTINENT DOCUMENTS FOR FY 2025**

To: Assistant Schools Division Superintendents  
 SGOD and CID Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 Assistant Principals from SHS Implementers  
 Unit Heads of the OSDS  
 Section Heads of the SGOD  
 All Others Concerned

**1.** This Office announces the conduct of Division Meeting – Conference on the finalization of Annual Implementation Plan (AIP) and other Pertinent Documents for FY 2025 on October 29, 2024 at 8:30 AM on the following venues:

Levels	Venues	Participants
Elementary Level Host District: DRT	Guiguinto Municipal Convention, Guiguinto, Bulacan	Assistant Schools Division Superintendents CID and SGOD Chiefs Public Schools District Supervisors Education Program Supervisors Unit Heads from the OSDS SEPPs, EPS II, Planning Officer, DRRM Focal Person and Division Engineer from SGOD Elementary School Heads
Secondary Level	Guiguinto District Hall, Guiguinto, Bulacan	Assistant Schools Division Superintendents CID and SGOD Chiefs Education Program Supervisors




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Host District: Marilao		Unit Heads from the OSDS Secondary School Heads, and Assistant Principals from the SHS Implementers
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2. The agenda of the meeting-conference are as follows:
  - 2.1 Finalization of the AIP and other pertinent documents for FY 2025
  - 2.2 Procurement Management
  - 2.3 Other issues and concerns
3. Expenses to be incurred in the conduct of this activity shall be charged against the registration fees for the October, 2024 MANCOM, subject to the usual accounting and auditing rules and regulations.
4. This Memorandum shall serve as the travel authority of all participants.
5. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent

sgod/10252024



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