



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Assistant  
Schools Division  
Superintendent**

INTER-OFFICE MEMORANDUM  
CID-IM-2022-50

TO : **Chief, CID  
CID Education Program Supervisors  
Education Program Specialists for ALS  
Program Development Officer, Librarian**

FROM : *Appanlin* 9/2/2022  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SUBJECT : **MONITORING AND SPECIAL CONFERENCE**

DATE : September 2, 2022

1. You are hereby informed of your attendance to the monitoring and special conference on September 8-9, 2022, in La Libertad Districts. Departure time is 5:30 in the morning.
2. Please be in your green monitoring polo shirt on September 8 and violet on September 9, 2022.
3. Kindly take note of the following sub-groups:

<b>Team Leader</b>	Dr. Nilita L. Ragay	
<b>Group</b>	<b>Members</b>	
<b>1</b>	Dr. Renante A. Juanillo Mrs. Joy Emily Tanio	Ms. Rosela R. Abiera
<b>2</b>	Dr. Antonio B. Baguio Mrs. Jenith Cabajon	Mr. Francis Austero
<b>3</b>	Dr. Dr. Elisa L. Baguio Dr. Norlita Nemenzo	Mrs. Arlene Pepito
<b>4</b>	Dr. Annalee A. Amores Mr. Ben Jofil Diego	Mr. Arnold Jungco Mr. Elmar L. Cabrera
<b>5</b>	Ms. Katherine Sedillo Dr. Donre Mira	Dr. Dan P. Alar Mrs. Maricel Rasid

SEP 02 2022



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-0667 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph

4. Please be reminded to bring your proposal for your program for 2023-2028. (Please see attached sample proposal template)
5. Kindly observe minimum health protocols set by the IATF under alert level 2.
6. Travel and other related expenses incurred shall be charged against Division MOOE, subject to the usual accounting rules and regulations.
7. This serves as **Travel Authority**.
8. For your information and compliance.

SPP/ MKP-JMA-NLR/OASDS-R/ NLR

# Project Idea Proposal Form

Program Owner:	Endorsed by: <hr/> <i>[Name and Signature of Office Chief]</i> Date: _____
Office:	
Title of Proposed Project:	
Approved by: <hr/> <i>[Name and Signature of Head of Office]</i> Date: _____	

Guide Question	Answer
A. What problem/opportunity/ existing situation are you trying to address/improve/innovate?	
B. What is the proposed project that addresses (a)?	
C. What are the intended results within the implementation period?	
D. Who will benefit and how?	
E. Who will be involved in the project?	
F. How much is the budgetary requirement of the project? Source of funds?	
F. Why is the project important to the office?	
G. How will it create a difference in the office's service delivery?	
H. How different is this project from previous efforts undertaken by the office?	