



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte

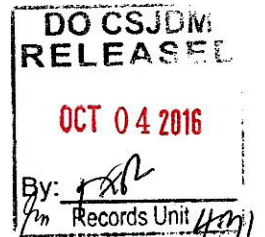


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October 3, 2016

**Division Memorandum**  
No. 172, s. 2016

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned



### **FACILITATING SCHOOL DOCUMENTS FOR APPROVAL**

1. To clarify concerns and issues with regard to documents and requests seeking notation of concerned Division Personnel and approval, the following are hereby directed from this Office:
  - a. All communications to this Office shall be signed by the School Head.
  - b. Request for approval of activities must be submitted five (5) working days before the Activity date.
  - c. School activities must be anchored on SIP/AIP and SLAC Plan. Insertion of other important activities shall be allowed, provided, that reasonable justification is made.
  - d. Training Matrices maybe prepared by the teacher/personnel in-charge of the activity noted by the School Head and reviewed by the PSDSs while Activity Designs and other documents that need approval from this Office, shall abide by paragraph 2 of Division Memo No.69 s.,2016, on Signatories.
  - e. It is reiterated that Signatories in the SIP/AIP/Planning Work Sheets are enumerated on page 9 to 10 of the SIP Guidebook of DepEd Order No. 44, s.2015.
2. Attached is a summary of signatories for ease of reference.
3. For immediate and wide dissemination and compliance.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

**SIGNATORIES**

Activity/Document	Signatories
A. Memoranda, Request Letter & All Other Communications from the School	School Head
B. Training Matrix	Prepared by: INSET/SLAC Facilitator or Chairman Noted: School Head Reviewed by: PSDS
C. Activity Design & SLAC Plan	Prepared by: School Head Reviewed by: PSDS Recommending Approval: CID Chief Approved by: SDS
D. SIP/AIP/Planning Worksheet	Prepared by: <b>THE SCHOOL PLANNING TEAM:</b> Principal/Team Leader Pupil/Student Representative Parent Representative Teacher Representative Brgy./LGU Representative Member-Child Protection Policy Member-BDRMMC  (Maybe included): Member, NGO Member, SGC Member, IP Member, ALIVE/Special Program Representative  Noted: SDS