



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
DISTRICT II
GOLDENVILLE ELEMENTARY SCHOOL
PHASE 4B, BRGY. MINUYAN PROPER

March 30, 2022

School Memorandum
No. 22, S.2022

To: School Planning Committees (SPT)

RE: SCHOOL HEAD'S MEETING OF THE SCHOOL PLANNING TEAM (SPT) AND GRADE LEADERS ON THE SIP PLANNING AND REVIEW FOR SCHOOL YEAR 2022-2025 PREPARATION

1. Goldenville Elementary School headed by the school head with the School – Community Planning Team will be conducting a MEETING OF SCHOOL COORDINATORS AND GRADE LEADERS ON THE SIP PLANNING AND REVIEW FOR SCHOOL YEAR 2022– meeting will be held on March 29, 2022, Wednesday at 1:00 am at the Principal's office.
2. The objectives of this meeting are:
 - a. New SPT members and its roles
 - b. Assigning of committees
 - c. Review for the previous program/project of SIP
 - d. Planning and scheduling of meeting for school subject coordinators and school special coordinators on the crafting of projects for SIP 2022-2025
 - e. Finding Priority Improvement Area
3. The participants to this meeting are the composition of the School – Community Planning Team and School Planning Team (SPT), Grade Leaders and select teachers
4. The person in-charge for this activity will be Mrs. Victoria M. Anicete as the chairman of School Planning Committee.
5. Immediate and wide dissemination of this memorandum is desired.

Marissa M. Solomon
MARISSA M. SOLOMON
Principal II



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