



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

April 1, 2022

School Memorandum

No. 23, S.2022

To: School Planning Team (SPT) and School Coordinators,

RE: SCHOOL HEAD'S MEETING OF THE SCHOOL PLANNING TEAM (SPT) AND SCHOOL COORDINATORS ON THE SCHOOL IMPROVEMENT PLAN (SIP) CRAFTING OF PROJECs/PROGRAM FOR SCHOOL YEAR 2022-2025

1. Goldenville Elementary School headed by the school head with the School – Community Planning Team will be conducting MEETING OF THE SCHOOL PLANNING TEAM (SPT) AND SCHOOL COORDINATORS ON THE SCHOOL IMPROVEMENT PLAN (SIP) CRAFTING OF PROJECs/PROGRAM FOR SCHOOL YEAR 2022-2025– meeting will be held on April 4, 2022, Monday at 1:00 am at Bldg. 2 room 2A. (Sir Mel's classroom)

2. The agenda of this meeting are:
 - a. Orientation on AIP Crafting of programs and activities for school year 2022-2025
 - b. Priority Improvement Area
 - c. 3-year implementation of Projects and programs for SIP
 - d. School Coordinators Action Plan
 - e. Project Work Plan and Budget Matrix
 - f. Planning and scheduling
 - g. Drive for the submission of Action plan and Project Work Plan and Budget matrix
 - h. Scheduling of proposed date and final date accomplished

3. The participants to this event are the composition of the School – Community Planning Team and school subject and special coordinators.

4. The person in-charge for this activity will be Mrs. Victoria M. Anicete as chairman of the school planning committee.

5. Immediate and wide dissemination of this memorandum is desired.

Marissa M. Solomon

MARISSA M. SOLOMON
Principal II

