



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. 320 , s. 2025

19 MAY 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 282, S. 2025 RE: TRAINING  
WORKSHOP ON SCHOOL IMPROVEMENT PLAN (SIP) DEVELOPMENT  
FOR SCHOOL YEARS 2025-2028**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Concerned School Heads (Maipalig-Quiom ES, FEMSHS,  
CMVNHS, CBNHS Poblacion)  
Unit and Section Heads  
All Others Concerned

1. Relative to Division Memorandum No. 282, s. 2025 titled Training Workshop on School Improvement Plan (SIP) Development for School Years 2025-2028, the following school personnel are the representatives of the school heads who are on Official Business on the said schedule of the activity.

Name	Position	School
Melody V. Aguinaldo	Master Teacher I	Maipalig-Quiom ES
Mary Claire G. Belong	Teacher II	FEMSHS
Grace D. Calderon	Teacher II	CMVNHS
Mark Fabian N. Vento	Teacher III	CBNHS Poblacion

2. The afore-mentioned personnel shall be entitled to service credits/compensatory time-off pursuant to DepEd Order No. 53, s. 2003.
3. All other provisions in the said Memorandum still remain in effect.
4. For information and guidance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference: DM No. 282, s. 2025  
To be included in the Perpetual Index  
Under the following subject:

BASIC EDUCATION      SCHOOLS      WORKSHOPS

25011/EVT/DM-AddendumTWonSIPDev't  
May 15, 2025

By the Authority of the SDS:

**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent



SDCB RECORDS UNIT

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