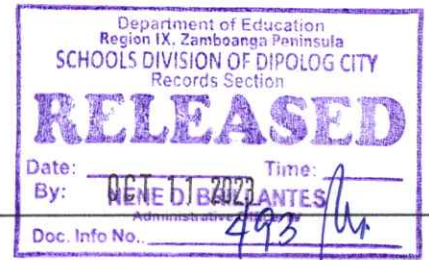




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 6, 2023

DIVISION MEMORANDUM
No. 493, s. 2023

**COMPOSITION OF THE COMPOSITE TEAM AND ACTIVITY TIMELINE
FOR VALIDATION OF SCHOOL TRAINING AND ASSESSMENT CENTER**

To: Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors
All Public Secondary School Principals/Heads
All Others Concerned
This Division

1. This office is issuing the Activity Timeline in the preparation of required documents relative to the establishment of School Training and Assessment Center.
2. To strengthen the collaboration between the Schools Division Office and Schools of Dipolog City, the Composite Team are as follows;

Chairperson: Dr. Lilibeth G. Ratificar, EPS
Co-chairperson: Dr. Olalio D. Delos Santos, PSDS
Members: Dr. Ronillo S. Yarag, EPS
Luisiano S. Murro Jr., SEPS, SMME
Neil Nonato F. Sebastian, EPS II, SMME
Marie Antoinette F. Nazareth, Planning Officer III
3. Attached is Enclosure A, Activity Timeline for guidance of all concerned.
4. Wide dissemination of this Memorandum is desired.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
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SCHOOLS DIVISION OF DIPOLOG CITY

**ACTIVITY AND TIMELINE FOR VALIDATION
OF SCHOOL TRAINING AND ASSESSMENT CENTER**

Activity	Timeline	Person / Unit Involved
Meeting of Composite Team	Within the 15 th day upon receipt of all the documents from the identified schools	SDO Composite Team
Discussion, Presentation, and Review of the documents	During the meeting of the Composite Team	SDO Composite Team
Conduct ocular visit/validation	Within the 5 th day after the meeting of the Composite Team	SDO Composite Team with School Composite Team
Rectification/Inclusion of lacking documents	Within the 3 rd day after the validation	SDO Composite Team with School Composite Team
Endorse the documents to the Regional Office	After receiving the rectified documents	SDO Composite Team