



### DIVISION MEMORANDUM

No. 208, s. 2019

TO : SCHOOL HEADS  
SDO UNIT HEADS  
ALL OTHERS CONCERNED

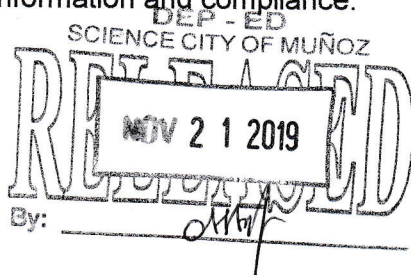
FROM : DANTE G. PARUNGAO  
OIC-Schools Division Superintendent

*For the SDO: J.B. ...*  
**LARRY B. ESPIRITU, Ph.D.**  
CHIEF ES - SDO

DATE : November 21, 2019

SUBJECT : TRAINING ON INNOVATION, INCOME GENERATING PROJECT AND  
ARTICLE WRITING FOR TEACHING AND NON-TEACHING  
PERSONNEL

1. Republic Act No. 9155 known as Governance of Basic Education Act of 2001 provides among others the strengthening of School-Based Management (SBM).
2. In consonance with the Act, the Division of Science City of Muñoz will conduct Training on Innovation, Income Generating Project and Article Writing for Teaching and Non-Teaching Personnel on December 7, 2019 at the Schools Division Office (SDO) Conference Hall, Barangay Rizal, Science City of Muñoz.
3. The objective of this training is to orient participants on the preparation of Innovation, Income Generating Project (IGP) and Article Writing geared towards the improvement of the teaching-learning process and school governance.
4. Participants to this activity are the School Heads, School Innovation/IGP Coordinators and Non-Teaching Personnel.
5. Each participant is advised to bring laptop and extension cord for the workshop.
6. Attached is the training matrix of the said activity.
7. This Memorandum will serve as the travel authority of the participants.
8. For your information and compliance.



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Enclosure to Division Memorandum No. 208. S. 2019

**TRAINING MATRIX**  
**TRAINING ON INNOVATION, INCOME GENERATING PROJECT AND ARTICLE WRITING**  
**FOR TEACHING AND NON-TEACHING PERSONNEL**

Date	Time	Topic
December 7, 2019  Morning Session	8:30 - 9:00	Registration
	9:00 - 9:30	Opening Program
	9:30 - 10:00	Innovation, IGP Updates
	10:00 - 10:15	Coffee Break
	10:15 - 11:00	Continuation
	11:00 - 12:00	
<b>LUNCH BREAK</b>		
Afternoon Session	1:00 - 2:30	Presentation of Innovation Output
	2:30 - 3:00	Article Writing
	3:15 - 3:30	Coffee Break
	3:30 - 4:00	Continuation
	4:00 - 4:30	Q&A
	4:30 - 5:00	Closing Ceremony

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