



Republic of the Philippines  
 Department of Education  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

No. 264, s. 2024

**RESCHEDULING OF THE EN BANC SESSION FOR SCHOOL HEADS ON FINALIZING THE SCHOOL IMPROVEMENT PLAN (SIP) 2023-2028**

To: Division Planning Team  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In light of Proclamation No. 665, s. 2024 declaring a Special Non-Working day on August 23, 2024, please be informed that the En Banc Session for School Heads, initially scheduled under Division Memorandum No. 256, s. 2024, titled "Conduct of En Banc Session for School Heads in the Finalization of School Improvement Plan (SIP) 2023-2028" has been rescheduled as follows:

Original date: August 22 and 23, 2024

**New date: August 21 and 22, 2024 (Wednesday and Thursday)**

Time & Venue: same time and venue

2. Please make the necessary adjustments to your schedules to accommodate this change.

3. Immediate dissemination of and strict compliance to this Memorandum is desired.

*for*  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent

Enclosure/s: as indicated

References: Division Memorandum No. 256, s.2024

To be indicated in the Perpetual Index  
 Under the following subjects: SIP COMMITTEES

SGOD-PRU/gpc



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