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REPUBLIC OF THE PHILIPPINES  
**Department of Education**  
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To: Schools Division Superintendents  
Senior High School Principals  
All Other Concerned

From:   
**RAMON FIEL G. ABCEDE**  
Regional Director

Subject: **ADDENDUM TO REGIONAL MEMORANDUM NO. 104 S. 2015 dated October 7, 2015 Re: SCHOOL HEADS DEVELOPMENT PROGRAM: ADVANCED COURSE FOR SHS SCHOOL HEADS**

Date: November 25, 2015

Participants to School Heads Development Program: Advanced Course for SHS Schools Heads for Module 2 are hereby advised to bring the following documents:

1. NEP- National Expenditure Program for FY 2015/2016
2. SIP- School Improvement Plan
3. AIP- Annual Improvement Plan
4. APP- Annual Procurement Plan
5. Latest Monthly Cash Program

For information, guidance and compliance.

*Nov. 24, 2015*

*To: School Heads Concerned*

*For information and guidance.*

