



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

March 28, 2023

**DIVISION MEMORANDUM**

No. 0110 s. 2023

**REITERATION OF THE TIMELINE OF ACTIVITIES FOR STEP-UP TICs  
APPLICATION PROJECT**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Unit/Section Heads  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
Teachers In-Charge  
District HRD Focal Persons  
All Others Concerned

1. In line with the STEP-UP TICs Learning Facilitators' Conference held on March 7, 2023 at the Library Hub Conference Room, this Schools Division, through the Schools Governance and Operations Division-Human Resource Development Section (SGOD-HRDS), hereby reiterates the Timeline of Activities relative to the Application Project of STEP-UP TICs participants.

Dates	Activities
March 13-17, 2023	Conceptualization of Application Project
March 20-April 7, 2023	Crafting of the Concept Paper
April 10-July 10, 2023	Implementation of the Application Project
July 11-17, 2023	Evaluation of the Impact of the Application Project
July 24-31, 2023	Division Presentation of the Application Project

2. To ensure smooth flow of activities, STEP-UP TICs Learning Facilitators are advised to monitor the progress of the group assigned to them and provide the necessary technical assistance from time to time. Likewise, STEP-UP TICs participants are advised to coordinate closely with the Learning Facilitator assigned to their respective groups.

3. Only those who accomplish the expected outputs within the timeline shall be conferred with certificate of completion.

4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**LANI H. CERVANTES, CESO V**  
Schools Division Superintendent