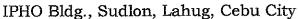


Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE





11 9 JAN 2018

DIVISION MEMORANDUM

No. 056 2018

> DIVISION ORIENTATION CONFERENCE OF ALL DIVISION CHIEF EDUCATION PROGRAM SUPERVISORS, EDUCATION PROGRAM SUPERVISORS, DISTRICT SUPERVISORS, PUBLIC AND PRIVATE SENIOR HIGH SCHOOL (SHS) PRINCIPALS/ SCHOOL HEADS, SCHOOL REGISTRARS/ GUIDANCE IN-CHARGE

TO **Assistant Superintendents**

Chief Education Program Supervisors

Education Program Supervisors/Coordinators

District Supervisors/OICs/SEPS/EPS II

Public and Private Secondary School Principals

Pursuant to item no. 7 of Division Memorandum No. 041, s. 2018, a Division 1. Orientation Conference of All Division Chief Education Program Supervisors, Education Program Supervisors, District Supervisors, Public and Private Senior High School (SHS) Principals/School Heads, and School Registrars/Guidance In-Charge will be conducted in the following schedule and venue to wit.

| No. | Area | Schedule | Venue | |
|-----|--|------------------|---|--|
| 1. | North Area Public and Private Senior High Schools (SHS) (two per school) | January 22, 2018 | Ecotech Center Partner Hotel – Hotel Fortuna, Borromeo St., Cebu City | |
| 2. | South Area Public and Private Senior High School (SHS) (two per school) | l . | Ecotech Center Partner Hotel – Hotel Fortuna, Borromeo St., Cebu City | |

Participants to the Conference are the following, to wit:

| No. | Participants | No. of Participants |
|-----|---|---------------------|
| 1. | Chief EPS, EPS, PSDS | 68 |
| 2. | Public SHS School Heads | 231 |
| 3. | Public SHS Registrars/Guidance Counselors | 231 |
| 4. | Private SHS School Heads and Registrars | 138 |
| 5. | Orientation Staff | 5 |
| | Tota | 673 |

District Supervisors are likewise instructed to ensure that all Private Schools offering Senior High School (SHS) in their district are assisted and informed about the conference and the documents needed. To ensure smooth and orderly conduct of the checking by February, 100 % attendance is a must.



- 3. Participants from the schools are required to bring sample filled-up forms of the required supporting SHS Form 9 documents, copy of DepEd Order No. 58, s. 2017, print out of the eTool, School and Class Program, Immersion Work Plan, clean USB, laptop computer with back up WiFi and extension cord. The Conference will start at 8: 00 o'clock in the morning.
- 4. Travelling, and registration fee of P 500. 00 per participants are chargeable against local/school MOOE funds and private school funds, while travelling, registration, accommodation of the division participants and staff, cost of materials and other incidental expenses of the conference are chargeable against Division MOOE funds, subject to the usual accounting and auditing rules and regulations.
- 5. This Memorandum serves as Travel Authority of all the participants. Members of the Division Checking and Review Committee are strictly enjoined to attend the conference.
- 6. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.

Schools Division Superintendent

Admin/Legal:

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