



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

March 9, 2020

DIVISION MEMORANDUM

No. 123, 2020

DIVISION CONFERENCE-WORKSHOP OF ALL PRIVATE SENIOR HIGH SCHOOL (SHS) SCHOOL REGISTRARS/RECORDS IN-CHARGE ON THE CHECKING OF APPLICATION FORMS FOR GRADUATION

To :Assistant Schools Division Superintendents
CID/SGOD Chiefs
Education Program Supervisor/Coordinator
Public Schools District Supervisors/OICs
Private SHS School Heads

1. This Office announces the conduct of the **Division Conference-Workshop of all Private Senior High School (SHS) School Registrars/Records-In-Charge on the checking of application forms for graduation** on the following schedules, to wit:

No.	Area	Venue	Date
1	Northeast Private Schools	Ecotech Center, Cebu City	March 17, 2020
2	Southeast Private Schools	Ecotech Center, Cebu City	March 18, 2020
3	Northwest Private Schools	Ecotech Center, Cebu City	March 19, 2020
4	Southwest Private Schools	Ecotech Center, Cebu City	March 20, 2020

2. Participants to the conference should bring the SHS Evaluation Form (formerly called form 9) and supporting documents which are pre-checked in the district level by a committee composed of the following:

Chairman : Public Schools District Supervisor
Members : Public SHS Principal
SHS Registrar or Guidance Counselor

3. The Division Technical Working Group (TWG) will be composed of selected Public Senior High School (SHS) School Heads and Public Schools District Supervisors.

4. The District SHS Checking Committee shall ensure that all Students' Evaluation Form for Senior High School and other supporting documents are properly checked. Corrections made by the District Checking Committee must be incorporated first in the final copy and should bear certification and endorsement from the District Checking Committee before the conduct of the Division Conference-Workshop of all Private Senior High School, School Registrars/Records-In-Charge.



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5. The following documents shall be checked by the Division Technical Working Group (TWG) to wit:

- a. Certification and endorsement from the District Checking Committee;
- b. Authority to Open and Offer Track, Strand and Specialization;
- c. Senior High School (SHS)-Student's Evaluation Form (Original Copy);
- d. School Form 1, School Form 2, School Form 4, School Form 5A, School Form 5B, Form 6, School Form 7, School Form 10 (Form 137A);
- e. Print-out of the eTool Program (School Program Grade 11 & 12)
- f. Work Immersion Package (1 copy per strand)
- g. Authority to Overload/Cross Enroll/Take Summer Class (if applicable);and
- h. NSO/PSA Authenticated Birth Certificate.
- i. Permit to Open Senior High School

3. Registration Fee is **Eight Hundred Pesos (Php 800.00)** to cover the venue, lunch and snacks of the participants. Travel, per diem and other incidental expenses of the Division Technical Working Group (TWG) shall be chargeable against local/school MOOE funds, subject to the usual accounting and auditing rule and regulations.

4. This Memorandum serves as participants' **Authority to Travel**.

5. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

Division SHS Technical Working Group

No.	Name	
1	Dr. Leah B. Apao	Asst. Schools Division Superintendent
2	Dr. Novie O. Mangubat, SGOD Chief	Supervising Officer
3	Dr. Mary Ann P. Flores, CID Chief	Supervising Officer
4	Dr. Clavel D. Salinas	Chair
5	Mr. Isaiash T. Wagas	Co-Chair
6	Dr. Arlene D. Buot	Principal, Carmen NHS-Day
7	Mrs. Marivic M. Yballe	Principal, Nangka NHS
8	Mrs. Candida C. Purgatorio	Principal, Moalboal NHS
9	Mrs. Emelia S. Ibones	Principal, Jugan NHS
10	Mrs. Maryluz T. Alliser	School Head, Lataban NHS
11	Dr. Samuel Ponce	PSDS, Catmon District
12	Dr. Gladys S. Balagtas	PSDS, Barili District
13	Dr. Imelda Gealon	PSDS, Argao District
14	Dr. Imelda V. Canoy	Principal, Sibonga NHS
15	Dr. Prescilla Cacanog	PSDS, Liloan District
16	Mr. Melville dela Pena	Principal, Madridejos NHS
17	Dr. Anecita U. Mendez	Principal, Teodoro dela Vega NHS
18	Dr. Emma Olandria	Principal, Manatad NHS
19	Cefrelyn Sotto	Principal, Compostela NHS-Night
20	Elmalou Orandoy	Head Teacher, Mangyan NHS
21	Mila Surbano	Principal, Camotes NHS
22	Cheryl Baritua	Principal, Teotimo Abellana NHS
23	Mary Lady Uytico	Principal, Magsico NHS