



Republic of the Philippines  
Department of Education  
Region VII-Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City

**Office of the Schools Division Superintendent**

May 10, 2023

**DIVISION MEMORANDUM**

No. 138, s. 2023

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

**To:** Assistant Schools Division Superintendents  
Chiefs CID, and SGOD  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/OICs  
Secondary School Heads

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

No.	Sub-Office	Venue	Number of Schools to be Checked	Date
1	Balamban	Buanoy NHS	42	May 22-23, 2023
2	Medellin	Daanbantayan NHS	55	May 24-25, 2023
3	Liloan	Compostela SciTech	53	May 26-27, 2023
4	Badian	Badian CES	28	May 29-30, 2023
5	Dalaguete	Dalaguete NHS	33	June 1-2, 2023
6	San Fernando	San Fernando CES	29	May 18-19, 2023
7	Private Schools	Balamban CES	26	May 16-17, 2023

2. The participants of the conference workshop should bring the SHS Evaluation Form and supporting documents which are prechecked at the district level by a committee composed of the following:

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

The Division Technical Working Group (TWG) will be composed of Division personnel, Public Schools District Supervisors, and selected Secondary School Heads.

3. The District SHS Checking Committee shall ensure that all Students' Evaluation Forms for SHS 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 Public and Private Senior High School (SHS) Registrars/ Records-In-Charge.

4. 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)- Students' Evaluation Form (Original copy)
- d. School Form 1, School Form 4, School Form 5A, School Form 5B, School Form 6, School Form 7, and School Form 10 (Form 137-A)
- e. Copy of the class program per track and strand (Grades 11 and 12)
- f. Work Immersion Package (1 sample copy per strand)
- g. PSA Certificate

5. For purposes of discussing the mechanics of the Division Conference-Workshop, of all Public and Private Senior High School (SHS) Registrars/ Records-In-Charge, on the checking of application forms for graduation, there will be a conference of all the members of the Division Technical Working Group (TWG) on May 15, 2023, at the Conference Hall, Deped Cebu Province, Sudlon, Lahug, Cebu City, at 1:00-5:00 in the afternoon.

6. Hereto attached are the lists of the Division Technical Working Group (TWG) and activity matrix. (Pls. see enclosures.)

7. Compensatory Time Off (CTO) or Service Credit is hereby granted to division, district, and school personnel who will be rendering actual services on Saturday.


8. The conduct of this conference workshop requires the participants to strictly observe the IATF/Health standards and protocols.

9. Travel, per diem, and other incidental expenses of the Division Technical Working Group (TWG) shall be chargeable against **Division MOOE** while the travel, per diem, and other incidental expenses of school representatives shall be chargeable against **Local/School MOOE** subject to the usual accounting and auditing rules and regulations.

10. This memorandum serves as participants' **Authority to Travel**.

11. Immediate dissemination of and compliance with this Memorandum is directed.



**SENEN PRISCILO P. PAULIN, CESO V**  
Schools Division Superintendent 



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**Enclosure A**

LIST OF DIVISION TECHNICAL WORKING GROUP (TWG)/ ASSIGNMENT

	Name	Assignment
	Agustina Albiso <i>(for six sub-offices)</i>	* LIS, * Authority to Open and Offer Track, Strand, and Specialization.
Cluster A	Clavel D. Salinas <i>(for six sub-offices)</i>	* Authority to Overload/ Special subject offerings (if applicable) * PSA Certificate * SF10 (Form 137-A) * SF 1, SF 4, SF 5A, SF 5B, SF 6, SF 7
	<p><b><i>(For Balamban Sub-office only)</i></b>            1.Lorna Soco <i>(PSDS)</i>            2.Fanny Y. Inumerables <i>(Acad)</i>            3.Iñigo Retubado <i>(TVL)</i></p> <p><b><i>(For Medellin Sub-office only)</i></b>            1.Virginia Jubiar <i>(PSDS)</i>            2.Annevieve G. dela Torre <i>(Acad)</i>            3.Iñigo Retubado <i>(TVL)</i></p> <p><b><i>(For Liloan Sub-office only)</i></b>            1.Prescila Cacanog <i>(PSDS)</i>            2.Arlene Buot <i>(Acad)</i>            3.Iñigo Retubado <i>(TVL)</i></p> <p><b><i>(For San Fernando Sub-office only)</i></b>            1.Dalisay Comediero <i>(PSDS)</i>            2. Emma Olandria <i>(Acad)</i>            3.Iñigo Retubado <i>(TVL)</i></p> <p><b><i>(For Badian Sub-office only)</i></b>            1.Delia Alocillo <i>(PSDS)</i>            2. Candida Purgatorio <i>(Acad)</i>            3.Iñigo Retubado <i>(TVL)</i></p> <p><b><i>(For Dalaguete Sub-office)</i></b>            1.Imelda Gealon <i>(PSDS)</i>            2.Elma Larumbe <i>(Acad)</i>            3.Iñigo Retubado <i>(TVL)</i></p>	<p>* Senior High School (SHS)- Students' Evaluation Form <i>(Original copy)</i>            * Certification and endorsement from the District Checking Committee.            * Copy of the class program per track and strand (Grades 11 and 12)            *. Work Immersion Package <i>(1 sample copy per strand)</i></p>

Cluster B	Isaiash T. Wagas <i>(for six sub-offices)</i>	<ul style="list-style-type: none"> <li>* Authority to Overload/ Special subject offerings (if applicable)</li> <li>* PSA Certificate</li> <li>* SF10 (Form 137-A)</li> <li>* SF 1, SF 4, SF 5A, SF 5B, SF 6, SF 7</li> </ul>
	<p><b><i>(For Balamban sub-office only)</i></b>  1. Raquel Solis <i>(PSDS)</i>  2. Desiree Roberts <i>(Acad)</i>  3. Angelo Magalso <i>(TVL)</i></p> <p><b><i>(For Medellin Sub-office only)</i></b>  1. Chloe Garrucha <i>(PSDS)</i>  2. Cirila Monleon <i>(Acad)</i>  3. Angelo Magalso <i>(TVL)</i></p> <p><b><i>(For Liloan Sub-office only)</i></b>  1. Glicerio Camongay <i>(PSDS)</i>  2. Emilia Ibones <i>(Acad)</i>  3. Angelo Magalso <i>(TVL)</i></p> <p><b><i>(For San Fernando Sub-office only)</i></b>  1. Arnulfo Compuesto <i>(PSDS)</i>  2. Imelda Canoy <i>(Acad)</i>  3. Angelo Magalso <i>(TVL)</i></p> <p><b><i>(For Badian Sub-office only)</i></b>  1. Clover Redula <i>(PSDS)</i>  2. Victor Mira <i>(Acad)</i>  3. Angelo Magalso <i>(TVL)</i></p> <p><b><i>(For Dalaguete Sub-office only)</i></b>  1. Willy Adonai <i>(PSDS)</i>  2. Frances Jayno <i>(Acad)</i>  3. Angelo Magalso <i>(TVL)</i></p>	<ul style="list-style-type: none"> <li>* Senior High School (SHS)- Students' Evaluation Form (Original copy)</li> <li>* Certification and endorsement from the District Checking Committee.</li> <li>* Copy of the class program per track and strand (Grades 11 and 12)</li> <li>* Work Immersion Package (1 sample copy per strand)</li> </ul>
Cluster C	Jose Gary R. Napoles <i>(for six sub-offices)</i>	<ul style="list-style-type: none"> <li>* Authority to Overload/ Special subject offerings (if applicable)</li> <li>* PSA Certificate</li> <li>* SF10 (Form 137-A)</li> <li>* SF 1, SF 4, SF 5A, SF 5B, SF 6, SF 7</li> </ul>
	<p><b><i>(For Balamban sub-office only)</i></b>  1. Catalina Avila <i>(PSDS)</i>  2. Henry Espina <i>(Acad)</i>  3. Harley Tuling <i>(TVL)</i></p>	

	<p><b>(For Medellin Sub-office only)</b>  1.Rowena Brian (PSDS)  2.Archie Gallego  3. Harley Tuling (TVL)</p> <p><b>(For Liloan Sub-office only)</b>  1.Luis Arioja (PSDS)  2. Al G. Ceniza (Acad)  3. Harley Tuling (TVL)</p> <p><b>(For San Fernando Sub-office only)</b>  1.Joel Umbay (PSDS)  2.Myrna Mendaros (Acad)  3. Harley Tuling (TVL)</p> <p><b>(For Badian Sub-office only)</b>  1.Romeo Mejia (PSDS)  2.Frances Jayno (Acad)  3. Harley Tuling (TVL)</p> <p><b>(For Dalaguete Sub-office only)</b>  1.Ma. Socorro Relacion (PSDS)  2.Florencio Labiste (Acad)  3.Harley Tuling (TVL)</p>	<ul style="list-style-type: none"> <li>* Senior High School (SHS)- Students' Evaluation Form (Original copy)</li> <li>* Certification and endorsement from the District Checking Committee.</li> <li>* Copy of the class program per track and strand (Grades 11 and 12)</li> <li>* Work Immersion Package (1 sample copy per strand)</li> </ul>
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