



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**

June 13, 2023

**DIVISION MEMORANDUM**

No. 204, s. 2023

**ADDENDUM TO 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**

**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 the graduation of Camotes Island and Dalaguete Sub-Office** on the following schedules, to wit:

No.	Sub-Office	Venue	Number of Schools to be Checked	Date
1	Liloan (Camotes Island)	Camotes NHS	17	June 19-20, 2023
2	Dalaguete	Dalaguete NHS	33	June 28-29, 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 Form10 (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. Considering the travel time to Camotes Island, the members of the Division Technical Working Group (TWG) will have their **Day 0 on June 18, 2023**, to be able to start early on the scheduled date of checking.

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

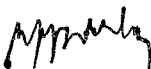

7. Compensatory Time Off (CTO) or Service Credit is hereby granted to division, district, and school personnel who will be rendering actual services on Sunday.

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**

**DIVISION TECHNICAL WORKING GROUP (SHS)**

<b>Sub-Office</b>	<b>Name</b>	<b>Assignment</b>
Dalaguete	Agustina Albiso	* LIS, Authority to Open and Offer, Track, Strand and Specialization.
	<b>Cluster A</b>	
	Clavel D. Salinas	* PSA Certificate
		* SF10 (Form 137-A)
		* SF 1, SF 4, SF 5A, SF 5B, SF 6, SF 7
	1. Imelda Gealon (PSDS) 2. Elma Larumbe (Acad) 3. Ifigo Retubado (TVL)	* Senior High School (SHS)-Students' Evaluation Form (Original copy)
		* Certification and endorsement from the District Checking Committee.
		* Copy of the class program per track and Strand (Grades 11 and 12)
		*. Work Immersion Package (1 sample copy per strand)
	<b>Cluster B</b>	
	Isaiash T. Wagas	* PSA Certificate
		* SF10 (Form 137-A)
		* SF 1, SF 4, SF 5A, SF 5B, SF 6, SF 7
	1. Willy Adonai (PSDS) 2. Natividad Villegas (Acad) 3. Angelo Magalso (TVL)	* Senior High School (SHS)-Students' Evaluation Form (Original copy)
		* Certification and endorsement from the District Checking Committee.
		* Copy of the class program per track and Strand (Grades 11 and 12)
		*. Work Immersion Package (1 sample copy per strand)
	<b>Cluster C</b>	
	Jose Gary R. Napoles	* PSA Certificate
* SF10 (Form 137-A)		

		* SF 1, SF 4, SF 5A, SF 5B, SF 6, SF 7
	1.Ma. Socorro Relacion (PSDS) 2.Florencio Labiste (Acad) 3. Harley Tuling (TVL)	* Senior High School (SHS)-Students' Evaluation Form (Original copy) * Certification and endorsement from the District Checking Committee. * Copy of the class program per track and Strand (Grades 11 and 12) *. Work Immersion Package (1 sample copy per strand)
Liloan (Camotes Island)	Agustina Albiso	* LIS, Authority to Open and Offer, Track, Strand and Specialization.
	<b>Cluster A</b>	
	Clavel D. Salinas	* PSA Certificate * SF10 (Form 137-A) * SF 1, SF 4, SF 5A, SF 5B, SF 6, SF 7
	1. Chloe Garrucha (PSDS) 2. Annevieve dela Torre (Acad) 3. Iñigo Retubado (TVL)	* Senior High School (SHS)-Students' Evaluation Form (Original copy) * Certification and endorsement from the District Checking Committee. * Copy of the class program per track and Strand (Grades 11 and 12) *. Work Immersion Package (1 sample copy per strand)
	<b>Cluster B</b>	
	Isaiash T. Wagas	* PSA Certificate * SF10 (Form 137-A) * SF 1, SF 4, SF 5A, SF 5B, SF 6, SF 7
	1.Glicerio Camongay(PSDS) 2. Arlene Buot (Acad) 3. Angelo Magalso (TVL)	* Senior High School (SHS)-Students' Evaluation Form (Original copy)

		* Certification and endorsement from the District Checking Committee.
		* Copy of the class program per track and Strand (Grades 11 and 12)
		*. Work Immersion Package (1 sample copy per strand)
	<b>Cluster C</b>	
	Jose Garry R. Napoles	* PSA Certificate
		* SF10 (Form 137-A)
		* SF 1, SF 4, SF 5A, SF 5B, SF 6, SF 7
	1.Luis Arioja (PSDS) 2. Marty Enero (Acad) 3. Harley Tuling (TVL)	* Senior High School (SHS)-Students' Evaluation Form (Original copy)
		* Certification and endorsement from the District Checking Committee.
		* Copy of the class program per track and Strand (Grades 11 and 12)
		*. Work Immersion Package (1 sample copy per strand)