



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

Office of the Schools Division Superintendent

October 9, 2023

DIVISION MEMORANDUM

No. 435, 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 Private Senior High School (SHS) Registrars/ Records-In-Charge on the checking of application forms for the graduation of the schools stipulated in the list** on the following schedules, to wit:

No.	Sub-Office	Venue/Date	Name of Schools	Division TWG or Representative
1	Balamban	Balamban 1 District Office November 8, 2023	1. ECT Excellencia Global Academy Foundation, Inc.- Balamban 2. Little Angels Montessori School of Cebu-Balamban Campus Inc. 3. University of San Jose- Recoletos Balamban Inc. 4. Shelomith Learning Center, Inc., Barili	Clavel D. Salinas (PSDS/SHS Division Coordinator) Fanny Y. Inumerables (Acad) Crisdee T. Endino (TVL)
2	Medellin	Madrirdejos District Office November 8, 2023	5. Cebu Northplains College, Inc., Madrirdejos	Clavel D. Salinas (PSDS/SHS Division Coordinator) Chloe Garrucha (PSDS) Melville dela Peña (ACAD) Felisa Batuigas (TVL)
3	Liloan	Catmon District Office November 9, 2023	6. Elsa Interactive Learning School, Inc., Compostela 7. Formative Academic and Skills Development School, Liloan	Clavel D. Salinas (PSDS/SHS Division Coordinator) Glicerio L. Camongay (PSDS)



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			8. GT Northeast Academy, Inc., Liloan 9. Informatics College Cebu Inc., Consolacion 10. La Consolacion College, Liloan, Cebu, Inc. 11. Our Lady of Rule Catholic Learning School, Inc., Consolacion 12. Richmindale Philippine School Inc., Compostela 13. St. Dominic Savio School of Lapulapu City, Cordova 14. Trinita Beata Academy, Inc., Liloan	Arlene D. Buot (Acad) Al Ceniza (TVL)
4	San Fernando	Sibonga District Office November 9, 2023	15. Immaculate Heart of Mary Academy-AR of Minglanilla, Cebu, Inc. 16. Inchnland Academy, Inc. 17. Mary Help of Christians School (Cebu), Inc., Minglanilla 18. Mary Our Help Technical Institute for Women, Inc. 19. Mary's Children Information College Foundation, Inc., Minglanilla 20. Metrologyx Institute of Technology, Minglanilla 21. Montessori Academy of Southern Cebu, Inc., Minglanilla 22. Notre Dame Academy of San Fernando, Cebu, Inc. 23. Our Lady of Pillar Academy of Sibonga, Inc. 24. Southern Bethany Christian School, Minglanilla	Clavel D. Salinas (PSDS/SHS Division Coordinator) Dalisay C. Comediero (PSDS) Emma C. Olandria (Acad) Imelda V. Canoy (TVL)
5	Dalaguete	Argao District Office November 10, 2023	25. Christian Learning Center of Argao, Cebu, Inc.	Clavel D. Salinas (PSDS/SHS Division Coordinator) Imelda Gealon (PSDS) Elma Larumbe (Acad)

				Michael Angelo Magalso (TVL)
6	Badian	Badian District Office November 10, 2023	26. Little Flower School, Inc. 27. Nuevo School of Technology and Humanities, Inc., Moalboal 28. Our Lady of Mount Carmel Learning Center, Inc., Moalboal 29. Saint Peter Academy of Alegria, Inc.	Clavel D. Salinas (PSDS/SHS Division Coordinator) Romeo Mejia (PSDS) Candida Purgatorio (Acad/TVL)

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) is 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 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. The conduct of this conference workshop requires the participants to strictly observe the IATF/Health standards and protocols.
6. Travel, per diem, and other incidental expenses of the Division Technical Working Group (TWG) shall be chargeable against **Division/School MOOE** while the travel, per diem, and other incidental expenses of school representatives shall be chargeable against **Division/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
S Schools Division Superintendent *SP*