

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. <u>43</u> , s. 2023

J.

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 |
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| i i | | | | Representative |
| 1 | Balamban | Balamban 1 District Office November 8, 2023 | ECT Excellencia Global Academy Foundation, Inc Balamban Little Angels Montessori School of Cebu-Balamban Campus Inc. University of San Jose- Recoletos Balamban Inc. Shelomith Learning Center,Inc., Barili | Clavel D. Salinas (PSDS/SHS Division Coordinator) Fanny Y. Inumerables (Acad) Crisdee T. Endino (TVL) |
| 2 | Medellin | Madridejos District Office November 8, 2023 | 5. Cebu Northplains College, Inc., Madridejos | 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) |





Address: IPHO Bldg., Sudlon, Lahug, Cebu City Telephone No.: (032)424-9000 Email Address: cebu.province@deped.gov.ph

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| 6 | Badian | Badian District Office November 10, | 26. Little Flower School, Inc. 27. Nuevo School of Technology and Humanities, Inc., | Clavel D. Salinas (PSDS/SHS Division Coordinator) |
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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 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. 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.

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

SENEN PRISCILO P. PAULIN, CESO V Schools Division Superintendent