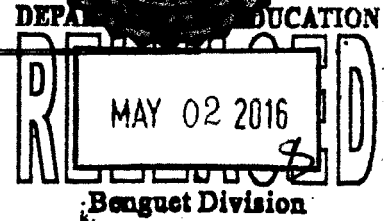
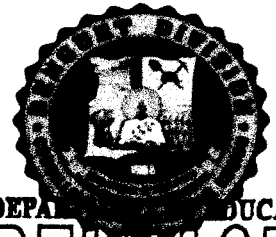




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
**Schools Division Office of Benguet**  
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**DIVISION MEMORANDUM** 080s. 2016

**To:** All School Heads  
Public Secondary Schools Offering Senior High School  
This Schools Division

**SUBJECT:** **DIVISION ROLL OUT ORIENTATION-WORKSHOP ON THE USE OF THE ELECTRIC TOOL (E-TOOL) FOR THE SENIOR HIGH SCHOOL CLASS PROGRAM ON MAY 17-18, 2016**

**DATE :** May 2, 2016

1. The Department of Education, through its School Effectiveness Division-Bureau of Human Resource and Organizational Development (SED-BHROD) with the K to 12 Secretariat and the Information Communication Technology Service (ICTS), developed an electronic tool (e-tool) for the preparation of class program and in determining teacher needs in the Senior High School (SHS).
2. Considering its importance in time for the preparation of the SHS class opening, the Division Roll Out Orientation-Workshop on the use of this electronic tool is scheduled on **May 17-18, 2016 at the Advay Hall, SDO-Benguet, Wangal, La Trinidad.**
3. The orientation-workshop aims to assist school heads in preparing complete class program using the e-tool based on the actual SHS offering/s of their respective schools, and help them determine the appropriate staffing for the SHS.
4. Participants to this two-day orientation workshop are the 45 School Heads of Secondary Schools offering Senior High Schools and their respective SHS coordinators who are ICT literate. **Attendance of all SHS heads is strictly required (No proxy).**
5. Participants are requested to bring with them lap top and extension wires to be used during the hands-on workshop. They are also required to bring with them copies of their teachers' profile, latest Form 7 and initial SHS Class Program for ready reference during the activity.
6. Immediate and wide dissemination of this memorandum is enjoined.

  
**FEDERICO P. MARTIN, Ed.D., CESO VI**  
Schools Division Superintendent

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