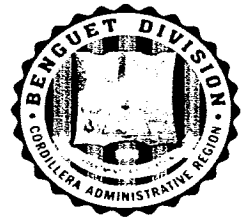




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet



**DIVISION MEMORANDUM**

No 187 s. 2018

TO : All Officials and Employees  
All School-Based Personnel

AUG 10 2018  
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DATE : August 10, 2018

FROM : MARIE CAROLYN B. VERANO, CESO VI

SUBJECT : **COMPOSITION OF SCHOOLS DIVISION OFFICE (SDO) SENIOR  
HIGH SCHOOL (SHS) IMPLEMENTATION TEAM AND THEIR  
RESPONSIBILITIES**

Herewith is the Schools Division Office (SDO) Senior High School (SHS) Implementation Team. (Please see attached)

In this connection, the team shall have the following responsibilities

1. Lead the development of the SDO SHS Implementation Plan that contains the following details:
  - a. List of public and private schools that will offer SHS in 2019 and 2020
  - b. Proposed SHS program/track(s)/strand(s)/specialization(s) per identified school for 2019-2020 to 2023-2024 (Aligned with DBEP)
  - c. Projected 2019 and 2020 enrolment per track/strand for each identified public and private school
  - d. Training of Grade 10 completers and SHS graduates. (JHS and SHS)
  - e. Teachers and staff requirement for identified public schools
  - f. Available and needed facilities for identified public schools
  - g. Partnership arrangements on teaching complement and/or immersion opportunities with higher education, industries and/or other government agencies per identified public schools
  - h. Programs and Projects for SHS which includes Division, District and School Initiative
2. Gather needed data (e.g. absorptive capacity of public and private schools, students' and parents' preferences for specializations, workforce demand, local development plans) for the development of the SDO SHS Implementation Plan
3. Engage relevant Stakeholders (i.e. students, parents, private schools, HEIs and TVLs, local government, industry, other government agencies) in the development and refinement of the SDO SHS Implementation Plan
4. Facilitate communication of SHS plans and implementation updates to relevant stakeholders at the division, community and school levels.
5. Ensure the timely and proper execution of the SDO SHS Implementation Plan
6. Provide regular updates to the Regional Director and the Undersecretary for Governance and Operations

Please be guided accordingly.

