



February 6, 2015

SCHOOLS DIVISION MEMORANDUM

No. 019.2015

**DIVISION ORIENTATION-WORKSHOP ON SENIOR HIGH SCHOOL IMPLEMENTATION
PLAN PREPARATION/ VALIDATION**

To: Education Program Supervisors, PSDSs and District Coordinating Principals
School Heads of All Public and Private Secondary Schools

1. In line with the continuous planning workshop to refine the Senior High School Implementation Plan per school, this office is requesting the attendance/ participation of all school heads (one participant per school) of public and private secondary schools on February 12 and 13, 2015 respectively at the DO Adivay Hall.
2. This meeting aims to update all school heads/ administrators on SHS implementation, accomplish correctly necessary SHS templates, and submit necessary accomplished outputs such as: Non-DepED template, program validation template, GAS elective sheet template and other related documents.
3. Please bring your laptops for the filling-out of e-templates.
4. Lunch and snacks shall be charged against division funds while travelling expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this memorandum to all concerned is requested.

FEDERICO P. MARTIN, Ed. D.
OIC- Schools Division Superintendent