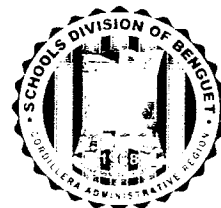




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



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DIVISION MEMORANDUM

No. 205, series of 2018

Date: August 24, 2018

AUG 24 2018

TO: ALL SCHOOL HEADS OF SENIOR HIGH SCHOOLS
PSDS, Coordinating Principals
All others concerned

FROM:


NESTOR L. BOLAYO
Officer in Charge
Office of the Schools Division Superintendent

SUBJECT: SUBMISSION OF EVALUATION REPORT ON THE
IMPLEMENTATION OF THE SENIOR HIGH SCHOOL PROGRAM

1. Pursuant to DepEd order No. 19, series of 2016 or otherwise called the Guidelines on the Organizational Structure and Staffing Patterns of Public Stand-Alone and Integrated Senior High Schools (SHS), a monitoring and evaluation shall be undertaken by schools implementing the SHS Program.
2. Henceforth, all schools in the division of Benguet implementing the Senior High School Program are hereby enjoined to submit a **narrative evaluation report** reflecting feedback, issues, gaps and recommendations on the organizational structure and staffing patterns of the SHS Program in the school level on or before **August 31, 2018**. (c/o SGOD Chief ES)
3. Specifically, the following acts that may have been undertaken by schools implementing the SHS Program shall be reflected in the report:
 - a. Monitoring of the filling up of vacant positions in the school and ensuring that any vacancies are immediately reported to the SDO;
 - b. Guaranteeing the fair and proper distribution and assignment of responsibilities, as stipulated in this policy, allowing for maximum effectiveness of all staff members in their position;
 - c. Taking charge of the induction of new staff and ensuring that each position's roles and responsibilities are clear to the concerned staff;
 - d. Gathering feedback from learners and other stakeholders on the efficiency and effectiveness of school processes, as needed, and analyzing relationship, if any, to the organizational structures and staffing patterns; and
 - e. Proposing recommendations for improvement to the SDO.
4. For wide dissemination and immediate compliance.