



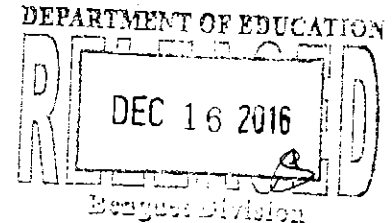
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
**Schools Division Office of Benguet**  
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December 16, 2016

**DIVISION MEMORANDUM**

No. 241, series 2016



To: Chiefs of CID and SGOD  
Education Program Supervisors  
Concerned SDO Personnel  
School Heads of Senior High School

**SUBJECT: END OF THE SCHOOL YEAR MEETING OF SENIOR HIGH SCHOOL HEADS  
AND SHS DIVISION TEAM**

1. There will be an end of the calendar year meeting of all senior high school heads together with the Division High School Team on December 22, 2016 at the SDO Adivay Hall from 8:30 AM to 5:00 P.M.
2. The objectives of the meeting are as follows:
  - a. Resolve issues and concerns involving the implementation of the senior high school program;
  - b. Share experiences and lessons learned in the results of monitoring and evaluation done;
  - c. Make a consolidated report regarding the implementation of SHS in the division; and
  - d. Come up with valid recommendations on the actions and adjustments to be made relative to the implementation of the Senior High School Program.
3. Participants to this meeting are the 43 school heads of secondary schools offering senior high school program, Education Program Supervisors and all concerned SDO personnel, 10 school heads/principals of private schools offering senior high school and 1 SUC.
4. Meals and snacks for the one-day meeting will be charged against division fund while transportation and other expenses of participants will be charged to school or local fund subject to the usual auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum to all concerned is enjoined.

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