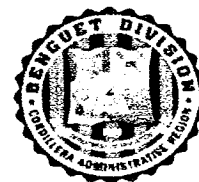
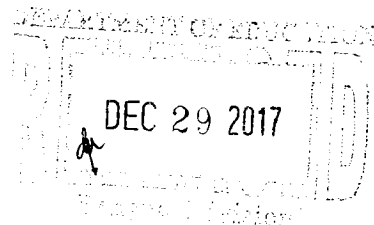


Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
 Wangal, La Trinidad, Benguet, 2601
 Telefax: (074) 422-6570; (074)422-7501



DIVISION MEMORANDUM

NO. _____ 343.2017
 TO: CID & SGOD Chiefs, EPSs, PSDSs,
 Secondary School Heads, SHS Coordinators & Teachers
 FROM: **MARIE CAROLYN B. VERANO, CESO VI**
 Schools Division Superintendent
 DATE: Dec. 28, 2017



SUBJECT: Submission of Reports on SHS Student Tracking and Proposal for Offering of Additional Tracks and/or Opening of SHS

1. All Secondary Schools are required to submit the following reports by using the given format below:

A. Report of Grade 10 student Tracking for SY 2015-2016 & SY 2017-2018.

School	SY 2015-2016 Number of Gr.10 Completers	Name of School where they are enrolled as Gr. 11 for SY 2016-2017	SY 2016-2017 Number of Gr.10 Completers			Name of School where they are enrolled as Gr. 11 for SY 2017-2018	Number
			Number				
e.g. Atok NHS	e.g. 45	e.g. AtokNHS BeNHS Sinipsip NHSAnnex	30 10 5	e.g. 50		e.g. AtokNHS BeNHS SNHS- Annex St.Pauls Academy	35 5 4 6

B. Proposal for opening of SHS and/or offering additional tracks and strands.

School	SHS Track Offering SY 2017-18	Enrolment SY 2017- 2018	Proposed Additional Track /Strand			Proposed Offering (for those who did not yet open SHS)	Proposed SY
			2018-19	2019-20	2020-21		
e.g. Atok NHS	e.g. GAS ICT	32 20	e.g. TVL- Caregiving	e.g. HUMMS	e.g. STEM		
e.g. Sinipsip NHS-Main						e.g. STEM	2018-19

- All reports shall be consolidated in the District Office for submission to the Division Office.
- The deadline of submission to the Schools Division Office shall be on or before Jan 8, 2018.
- Download the guidelines/ requirements on opening SHS/offering additional tracks for the attachment in the proposal for approval.
- Immediate dissemination and strict compliance of this memo is desired.