



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
City of Tagbilaran



March 23, 2016

DIVISION MEMORANDUM

To: Mr. Artemio B. Alo- Division Planning Officer
Mr. Jose C. Marinas- Division IT Officer
Mrs. Ma. Dolores Dahab- Cogon Evening HS Principal
Mrs. Corazon Samuya- Tagbilaran City Sci. HS Principal
Mr. Jenelou John Israel- School IT Officer- San Isidro HS
Mr. Alberto Tibod - School IT Officer-Mansasa HS

Subject : WORKSHOP/ORIENTATION OF THE SENIOR HIGH SCHOOL STAFFING
E-TOOL

Date: March 31, 2016

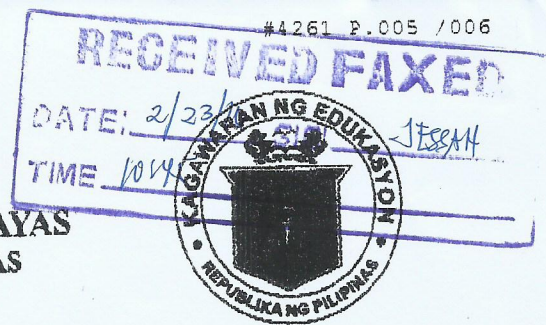
Reiterating the contents of the Regional Memorandum No. 184 s.
2016 dated March 23, 2016 for your information and consideration.

For your guidance and compliance, please find and read attached
Regional Memorandum No. 0184.


VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
 KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
 REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



MAR 23 2016

REGIONAL MEMORANDUM

No. **0184** s. 2016

WORKSHOP/ORIENTATION OF THE SENIOR HIGH SCHOOL STAFFING E-TOOL

TO : Schools Division / City Superintendents
 Officers-in-Charge of Regular Divisions

- In line with the implementation of the Senior High School Program, this coming June 2016, the Central Office through the Planning Service and the Office of the Undersecretary for Curriculum and Instruction has released an e-Tool to help assess the required number of teachers for Senior High School.
- To start the roll-out process, we are requesting the following to attend to the workshop/orientation activity at the Conference Room, Department of Education – RO VII, Sudlon, Lahug, Cebu City on March 31, 2016 from 8:00 am to 5:00 pm, to wit:

| Division Participants | Regional Participants |
|--|-----------------------------|
| a. Schools Division Superintendent | a. (1) EPS from HRRD |
| b. Division Planning Officer | b. PPRD Chief and (3) Staff |
| c. Division IT Officer | |
| d. (2) SHS School Heads - <i>Dalor, Albert</i> | |
| e. (2) School IT Officer - <i>Jerelon, Tabod</i> | |

- Travelling and other incidental expenses and a Registration Fee of Five Hundred Pesos (Php 500.00) for meals covering (1) Breakfast; (1) Lunch and (2) Snacks of the SDO and School participants are chargeable against Division MOOE funds while the registration for Regional participants are chargeable against Regional funds, all subject to usual accounting and auditing rules and regulations.
- Pre-registration is required in this activity, kindly register online via <https://goo.gl/vzBeh5>. Web registration counters will close on March 30, 2016 at 5:00 pm. For technical concerns and assistance, kindly contact Edmund Ocado Jr via email at edmund.ocado@deped.gov.ph
- All participants are required to bring the following: (1) Laptop with MS Excel Installed; (2) Extension Cord; (3) Early Registration Data, School Form 7, Template XI, and Draft Class program from any SHS Implementer.
- This Memorandum serves as Travel Order.
- Immediate dissemination of and compliance with this Memorandum is desired.

Juliet A. Jeruta
JULIET A. JERUTA, CESO V
 Director III
 Officer-in-Charge

JAW/CRF/acor

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7309; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
 Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ ESO 2015: Kawapatan ng Lahat, Pananagutan ng Lahat ”