



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capital Area, Dumaguete City

www.depednegor.net    negros.oriental@deped.gov.ph    SGOD Office (035) 225 - 6180

April 18, 2016

**TRAVEL ORDER**

NO. 169, s. 2016

TO : **DR. RENANTE JUANILLO**  
**SHS Coordinator**

**MRS. MERIAM LOU BATIANCILA**  
**Planning Officer III**

OFFICE : SGOD, Division of Negros Oriental


PURPOSE : To attend the workshop/Orientation of the Senior High School  
Staffing E-Tool

DATE OF TRAVEL : April 20-21, 2016 (8:00 A.M.)

VENUE/PLACE : Manhattan Suites Inn, Dumaguete City

ALLOWED/CHARGED TO: (Division MOOE funds subject to the usual accounting and auditing rules and regulations)

\_\_\_\_\_ : Registration/Transportation and other incidental expenses  
  X   : Transportation  
\_\_\_\_\_ : Per Diems  
\_\_\_\_\_ : On official time/business  
\_\_\_\_\_ : Transportation/per diem & other incidental expenses

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge

SGOD  
LTC/lbp

9 APR 2016

Be One of Us! Be Counted! Let's Practice  
 **W.A.T.C.H.**  
We Advocate Time Consciousness and Honesty



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NEGROS ISLAND REGION



REGIONAL MEMORANDUM

No. 64, s. 2016

D: 4/14/16

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

TO: All Schools Division Superintendent  
All Concerned

1. In line with the implementation of the Senior High School Program, this coming June 2016, the Central Office, through the Planning Service of 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.
2. In view of this, an orientation- workshop on SHS Staffing will be conducted on April 20 - 21 ,2016 at Manhattan Suites, Dumaguete City. Registration will begin at 8:00 in the morning.
3. The expected participants to this activity are the Division Senior High School Coordinators and Division Planning Officers.
4. 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.
5. Food and Accommodation shall be charged to Regional Funds while travelling expenses shall be charged to division funds, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum serves as Travel Order.
7. Immediate dissemination of and compliance with this Memorandum is desired.

  
GILBERT J. SADIAD, CESO V  
Director/III  
OIC-Regional Director