



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region
DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

April 21, 2016

DIVISION MEMORANDUM

No. 262; s. 2016

ORIENTATION/WORKSHOP ON E-TOOL FOR SENIOR HIGH SCHOOL STAFFING

TO : Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts-In-Charge
Public Secondary School Heads
All Others Concerned

1. There will be a Division Orientation/Workshop on E-Tool for Senior High School Staffing at 8:00 a.m. on April 22, 2016 at the 3rd floor Division Conference Room.
2. The orientation/workshop intends to help school heads on the preparation of SHS classroom program and to identify teacher needs.
3. Participants to this activity are school heads offering SHS. They are requested to bring laptop and extension wire.
4. Traveling and other expenses of participants shall be charged against School MOOE/PTA/SEF/and other available local funds subject to the usual auditing and accounting rules and regulations.
5. For your information and widest dissemination.

LELANIE T. CABRERA, CESE
OIC, Assistant Schools Division Superintendent

LTC/raj

21 APR 2016