



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

January 14, 2016

DIVISION MEMORANDUM

No. 17 ; s. 2016


SCHOOL HEADS CONFERENCE-WORKSHOPS ON SENIOR HIGH SCHOOL PROGRAM

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

1. There will be a School Heads Conference-Workshops on Senior High School Program on January 19 and 20, 2016 at the 3rd floor Division Conference Room which will start at 8:00 a.m. and will end at 5:00 p.m..
2. The conference-workshops intend to align school's preparation and necessary requirements relative to its offerings, classroom programming, and updating.
3. Participants to this activity are Public & Private Secondary School Heads following the schedule below.

Schedule	Participants
January 19, 2016	All Private school Heads 3 rd Cong. District Public Secondary School Heads
January 20, 2016	1 st Cong. District Public Secondary School Heads 2 nd Cong. District Public Secondary School Heads

4. Meal and snacks shall be served during the activity chargeable against Division MOOE, specifically HRTD fund.
5. 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.
6. For your information and widest dissemination.


LELANIE T. CABRERA, CESE
OIC, Schools Division Superintendent

LTC/raj

14 JAN 2016