

August 23, 2016




DIVISION MEMORANDUM

No. 489; s. 2016

**DIVISION CONFERENCE OF ALL SENIOR HIGH SCHOOL ADMINISTRATORS
ON INTERNAL AND EXTERNAL ASSESSMENTS**

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

1. This office informs the field about the **Division Conference of all Senior High School Administrators on Internal and External Assessments** on Tuesday, August 23, 2016 at 8:00 a.m. in the Division Conference Room, Dumaguete City.
2. This seminar intends to gather data and to prepare the school on the immersion program of senior high school.
3. School Heads are requested to prepare or fill-up the enclosed template before coming to the conference. They are also expected to submit a narrative report on the status of SHS building construction with pictures for referral to DPWH central office in three copies.
4. A registration fee of One Hundred Eighty Pesos (PhP 180.00) shall be charged to each participant which will be automatically deducted from their school MOOE to defray meals and snacks. The Implementing Unit schools will pay the said amount during registration.
5. Registration, traveling and other incidental expenses incurred by the participants are chargeable against Senior High School MOOE, and other funds subject to the usual accounting and auditing rules and regulations.
6. For your information and widest dissemination.


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

LTC/raj

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INTERNAL ASSESSMENT TOOL

Partnership Focal Person: _____
 School: _____
 SHS School ID: _____
 School : _____
 Region : _____

Principal: _____
 Schools Division Superintendent: _____
 Regional Director : _____
 Legislative District : _____
 Municipality/City : _____

Program Offering: _____ No. Of Students : _____

| Resources | Needed | Available | Source | | Variance | Remarks |
|---------------------------------|--------|-----------|----------|-----|----------|---------|
| | | | Existing | GAA | | |
| Facilities: | | | | | | |
| Buildable Space: | | | | | | |
| Classroom: | | | | | | |
| Blackboard | | | | | | |
| Classroom Chairs | | | | | | |
| Shelves | | | | | | |
| ICT Laboratory | | | | | | |
| No. of computer units | | | | | | |
| Laboratory: | | | | | | |
| Workshop: | | | | | | |
| Library: | | | | | | |
| Equipment: (Based on offerings) | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Work Immersion Venue: | | | | | | |
| No. of students | | | | | | |
| Learning Materials: | | | | | | |
| Readers: | | | | | | |
| Textbooks: | | | | | | |
| Reference Materials | | | | | | |
| Videos: | | | | | | |
| Teaching Personnel: | | | | | | |
| Qualified Teachers:(Hired) | | | | | | |
| LET Passers | | | | | | |
| With NC: | | | | | | |
| With MA/PhD | | | | | | |
| With relevant training | | | | | | |
| Others: | | | | | | |
| Details: | | | | | | |

NEAREST SCHOOLS

| Name of School | Distance | Program Offering | # of students |
|----------------|----------|------------------|---------------|
| | | | |
| | | | |

Prepared by:

 Print Name and Signature

