



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

September 6, 2016


DIVISION MEMORANDUM

No. 530 ; s. 2016

**CONFERENCE-WORKSHOP OF SHS ADMINISTRATORS ON THE CRAFTING OF SHS
IMPLEMENTATION AND PROCUREMENT PLANS**

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-Workshop of SHS Administrators on the Crafting of SHS Implementation and Procurement Plans** on Friday, September 9, 2016 @ 8:00 a.m., at Miss Anns Foodtown, Bantayan, Dumaguete City.
2. This conference-workshop intends to craft SHS Implementation and Procurement Plans and to prepare Purchase Request for the use of Senior High School learners.
3. School Heads are requested to prepare or fill-up the enclosed template before coming to the conference.
4. A registration fee of Two Hundred Pesos (PhP 200.00) 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

07 SEP 2016



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DEPARTMENT OF EDUCATION
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SHS IMPLEMENTATION PLAN

F.Y. 2016

School: _____

Source of Fund: MOOE

Appropriation: _____

PRIORITY IMPROVEMENT AREAS	OBJECTIVES	PROGRAMS/PROJECTS/ ACTIVITIES	RESOURCE REQUIREMENT	PROCUREMENT METHOD	SOURCE OF FUNDS		
					MOOE	SEF	OTHER FUNDS
		SCHOOL-BASED TRAINING					
		OFFICIAL SCHOOL MEETINGS					
		CONTINUOUS IMPROVEMENT					
		SUPPLIES AND OTHER CONSUMABLES FOR TEACHERS AND STUDENTS					
		REPRODUCTION OF RESOURCES					
		SMALL CAPITAL EXPENDITURE					
		OTHERS					

Prepared by: _____

Recommended by: _____

Approved by: _____

Principal _____

District Supervisor _____

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



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Capitol Area, Dumaguete City

F.Y. 2016

School: _____
Source of Fund: MOOE

Appropriation:

[illegible]

Prepared by: _____ Recommended by: _____ Approved by: _____

Principal District Supervisor

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

DEPARTMENT OF EDUCATION, Division of Negros Oriental
(Agency)

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