



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DIVISION OF NEGROS ORIENTAL
Dumaguete City



Memorandum:

To : District Supervisors
All Public Secondary School Heads
District Statisticians (Elementary & Secondary levels)
Private School Heads (Elementary & Secondary levels)

From : Assistant Schools Division Superintendent
Officer in-Charge - SDS


Subject : **Seminar-Workshop on Data Management and Senior High Updates**

Date : May 26, 2016

1. There will be seminar-workshops on **Data Management and Senior High School Updates** to be held at the Division Conference Room (rooftop) following this schedule:

Date	Participants
May 30, 2016	District Supervisors Public Secondary School Heads
May 31, 2016	District Statisticians- Elementary District Statisticians- Secondary Private School Heads (both Elem & Secondary)

2. Participants to this seminar-workshop are District Supervisors, Public Secondary School Heads, District Statisticians (Elementary and Secondary levels) and Private School Heads (Elem & Secondary levels).
3. This seminar-workshop intends to orient the participants on Data Management for SY 2016-2017 and get updates on Senior High School for the Division of Negros Oriental.
4. Meal, snacks and other expenses relative to this activity for public school personnel shall be charged against MOOE, subject to the usual accounting and auditing rules and regulations.
5. A registration fee of Php. 200.00 shall be collected from each Private School Head to defray expenses for a meal and 2 snacks and other expenses.
6. For your information and guidance.


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

27 MAY 2016