



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



September 3, 2013

Division Memorandum

No. 489, s. 2013

**ORIENTATION ON THE SENIOR HIGH SCHOOL (SHS) PLANNING GUIDE
AND DATA GATHERING TOOLS**

To : OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Secondary School Heads
Heads, Private Secondary Schools

1. This Office announces the conduct of an **Orientation on the Senior High School (SHS) Planning Guide and Data Gathering Tools** at the ECOTECH Center Pavilion, Sudlon, Lahug, Cebu City on September 6, 2013.
2. This Orientation aims to acquaint the Secondary School Heads from both public and private schools on the Senior High School (SHS) Planning Guide and Data Gathering Tools.
3. Participants to this activity are all Public Secondary School Heads, District Supervisors/OICs and one (1) Private School Head from each municipality.
4. Traveling and other incidental expenses shall be chargeable against **local school/PTA/SEF/MOOE Funds**, while expenses for training materials, venue rental, snacks and lunch, shall be chargeable against **Division INSET Funds**, subject to the usual accounting and auditing rules and procedures.
5. This Memorandum serves as participant's Authority to Travel.
6. Immediate and wide dissemination of and compliance with this Memorandum is directed.

ARDEN D. MONISIT, Ed.D.
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