



February 5, 2015

DIVISION MEMORANDUM
No. 075, s. 2015

ONE DAY DIVISION CONFERENCE FOR SENIOR HIGH SCHOOL (SHS) CLASSROOM ALLOCATION VALIDATION AND STAKEHOLDERS FORUM PREPARATION

TO : Assistant Superintendent
Division Supervisors/Coordinators
District Supervisors/OICs
Lead Public Secondary Principals

1. This Office announces the conduct of a **One Day Division Conference for Senior High School (SHS) Classroom Allocation Validation and Stakeholders Forum Preparation** on Monday, February 9, 2015 at Golden Prince Hotel and Suites, Acasia St., Cebu City.
2. The conference aims to orient our school heads on the process of validation of the Senior High School (SHS) classroom allocation for FY 2015 and to prepare the different municipalities for the stakeholders' forum that will be conducted throughout the province.
3. Participants to the conference are the District Supervisors/OICs, Secondary Lead Principals and members of the Technical Working Group (TWG) who will assist in the validation. The Conference will start at 8:00 o'clock in the morning and is expected to end at 5:00 o'clock in the afternoon.
4. A registration fee of Six Hundred Pesos (P 600. 00) shall be collected from each participant to defray expenses for the venue, meals, snacks and other incidental expenses of the conference. Travelling and registration expenses are chargeable against local SEF/school MOOE funds, subjects to the usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as **Travel Authority** of all the participants.
6. Wide dissemination and preferential attention of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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