

September 21, 2015

DIVISION MEMORANDUM
No. 644, s. 2015

**DOWNLOADING OF FUNDS FOR CGAP MANUAL ROLLOUT
AND SHS EARLY REGISTRATION**

TO : Assistant Superintendent
Division Supervisors/Coordinators
Secondary School Heads

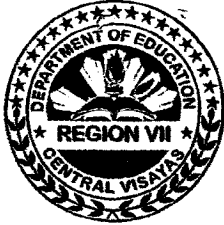
1. Attached is Regional Memorandum No. 559 s. 2015 entitled, **DOWNLOADING OF FUNDS FOR CGAP MANUAL ROLLOUT AND SHS EARLY REGISTRATION**, for your reference and guidance
2. Immediate dissemination of and strict compliance of all concerned is directed.


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

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin/Legal: (032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



URGENT

September 10, 2015

REGIONAL MEMORANDUM
No. 559 s. 2015


**DOWNLOADING OF FUNDS FOR CGAP MANUAL ROLLOUT
AND SHS EARLY REGISTRATION**

TO: All Schools Division Superintendents/OICs

For the information and guidance of all concerned, attached is an Unnumbered Memorandum from Hon. Rizalino D. Rivera, entitled "Downloading of Funds for CGAP Manual Rollout and SHS Early Registration", which is self-explanatory.

It is advised that all public/private high schools will be provided copy of the Guidelines on CGAP.

Immediate dissemination of and compliance with this Memorandum is directed.


JULIET A. JERUTA
Director III
Officer-in-Charge

JAJ/jbm

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

URGENT

TO: ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENT
ALL SCHOOLS HEADS

FROM:  USEC. RIZALINO D. RIVERA
Undersecretary

SUBJECT: DOWNLOADING OF FUNDS FOR CGAP MANUAL
ROLLOUT & SHS EARLY REGISTRATION

DATE: September 9, 2015

As the implementation of Senior High School draws nearer for our Grade 10 learners, the Department will conduct a Senior High School (SHS) Early Registration on the month of October this school year. This aims to give the Department data on the number of students who may enroll for each Senior High School Track in order to make the necessary preparations come the actual enrollment on March 2016. To help the learners choose their track as early as October, the Career Guidance and Advocacy Program (CGAP) team will be providing their homeroom advisers with career guidance manuals to help them reach an informed choice come the SHS Early Registration.

This is to inform the concerned parties of the funds that will be downloaded to all schools division on the week of September 14, 2015 - September 18, 2015 to procure the necessary materials in conducting the CGAP Manual and SHS Early Registration.

The funds to be downloaded are allocated only for the procurement of the following:

Materials/Expenses	Unit Cost	Quantity per student
Brown envelopes	₱ 1.50	1 brown envelope per student
Coloring Materials	₱ 7.50 *	1 box of coloring materials for three (3) students
Manila Paper	₱ 2.50 **	1 manila paper for two (2) students
Manual Worksheets	₱ 0.50	2 worksheets per student
15-page SHS Student Primer	₱ 7.50	1 Primer per student
62-page CGAP Grade 10 Manual	₱ 0.50	1 Manual per 60 students



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

Operational Expenses for SHS Early Registration (i.e., printing/ photocopying of infographics, forms, tarpaulins, materials, etc.)	₱ 5.00 ***	
Total Budget per Student	₱ 25 ****	

- * three (3) learners will share one (1) box of coloring materials
- ** two (2) learners will share one (1) manila paper
- *** the cost of the Operational Expenses for SHS Early Registration will depend on the remaining funds after the school division has procured the previous items
- **** the funds used to procure stated materials plus the Operational Expenses should sum up to ₱25 only

RegOps/Bundoc