



October 20, 2015

DIVISION MEMORANDUM
No. 716, s. 2015

**TWO (2) DAY LIVE-IN WORKSHOP ON SENIOR HIGH SCHOOL (SHS)
IMPLEMENTATION PLAN ADJUSTMENT**

TO : Assistant Superintendent
Division Supervisors/Coordinators
District Supervisors/OICs
Secondary School Heads

1. This Office announces the conduct of a **TWO (2) DAY LIVE-IN WORKSHOP ON SENIOR HIGH SCHOOL (SHS) IMPLEMENTATION PLAN ADJUSTMENT** on October 23 – 24, 2015 at Hotel Fortuna, Borromeo Street, Cebu City.
2. The Workshop aims to finalize the Cebu Province Senior High School (SHS) Implementation Plan Adjustment and to address some of the important issues and concerns gathered during the advocacy programs of the schools.
3. Participants to the workshop are the 235 School Heads of the secondary schools with Senior High School (SHS) offerings.
4. All participants are required to bring laptop, USB, copy of SHS offering (A & B), records/inventory of school buildings and classrooms, list of enrollees per track/strand/specialization (note: *the enrollees shall, as far as practicable, be consistent with the school cohort*), eClass Program, SHS Advocacy progress report, education summit and grand caravan report (municipal consolidation) using the prescribed format.
5. All participants are advised to bring appropriate clothing suited for active and diverse activities of the workshop. All participants are likewise expected to be physically fit.
6. The workshop activities starts at 8:00 o'clock in the morning of Day 1, thus, all participants are expected to be at the venue on time. First meal will be lunch of Day 1, while the first snack will be served in the morning of Day 1.
7. Workshop facilitators and staff are directed to be at the venue in the afternoon of Thursday, October 22, 2015 to prepare the venue and the materials of the workshop.
8. Attendance monitoring shall be strictly observed to ensure that all the outputs are done and submitted at the end of the workshop. Participants and Staff of the workshop are entitled to compensatory time off (CTO) for one (1) day.

9. A registration fee of **ONE THOUSAND FIVE HUNDRED PESOS (P 1, 500. 00)** shall be collected from each participant to defray expenses for the food, hotel accommodation, and venue rental, chargeable against **local SEF/MOOE funds**, while expenses for the materials of the workshop shall be chargeable against the **Division InSET Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

10. This serves as **TRAVEL AUTHORITY** of the participants.

11. Immediate dissemination of and strict compliance with this Memorandum is directed.

ARDEN D. MONISIT, Ed.D
Schools Division Superintendent

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