



November 13, 2015

DIVISION MEMORANDUM
No. 300, s. 2015

**URGENT WORKSHOP OF ALL SECONDARY SCHOOL HEADS ON THE
FINALIZATION OF THE SENIOR HIGH SCHOOL (SHS)
SCHOOL OFFERING FOR 2016**

TO : Assistant Superintendents
Chief Education Program Supervisors
Division Supervisors/Coordinators
District Supervisors/OICs
Secondary School Heads

1. This Office announces the conduct of an **URGENT WORKSHOP OF ALL SECONDARY SCHOOL HEADS ON THE FINALIZATION OF THE SENIOR HIGH SCHOOL (SHS) SCHOOL OFFERING FOR 2016** on the following schedules, to wit:

Area	Date	Venue
South Area	November 17 & 18, 2015	Hotel Fortuna, Cebu City
North Area	November 19 & 20, 2015	Hotel Fortuna, Cebu City

2. The Workshop aims to finalize the Cebu Province Senior High School (SHS) school offering aligned and in consonance with DepEd Order No. 51, s. 2015 and the final results of the Career Guidance Program and Early Registration. The output of the workshop will be used to correct the entry of the SHS Offering as posted in the Central Office website.

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 the following, to wit:

1. laptop, USB, copy of SHS offering,
2. records/inventory of school buildings and classrooms,
3. Early Registration Report or list of enrollees per track/strand/specialization using the prescribed format (Early Registration Output)
4. List of Industries found in the locality,
5. Local Development Plan of the Municipality (Compulsory Requirement),
6. List of Partners for Immersion and Facilities,
7. eClass Program,
8. SHS Advocacy progress report,
9. Enclosure nos. 1 & 3 of DepEd Order No. 48 s. 2015,
10. Soft copy of the Google Map (output of your ICT Workshop)

11. 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.
12. 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.
13. Workshop facilitators and staff are directed to be at the venue in the afternoon of Monday, November 16, 2015 to prepare the venue and the materials of the workshop.
14. Attendance monitoring shall be strictly observed to ensure that all the outputs are done and submitted at the end of the workshop.
15. 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, travelling expenses are 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.
16. This serves as **TRAVEL AUTHORITY** of the participants.
17. Immediate dissemination of and strict compliance with this Memorandum is directed.


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Schools Division Superintendent

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