



Republic of the Philippines  
**Department of Education**  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



19 JAN 2018

**DIVISION MEMORANDUM**

No. 056, s. 2018

**DIVISION ORIENTATION CONFERENCE OF ALL DIVISION CHIEF  
EDUCATION PROGRAM SUPERVISORS, EDUCATION PROGRAM  
SUPERVISORS, DISTRICT SUPERVISORS, PUBLIC AND PRIVATE  
SENIOR HIGH SCHOOL (SHS) PRINCIPALS/ SCHOOL HEADS,  
SCHOOL REGISTRARS/ GUIDANCE IN-CHARGE**

**TO :** Assistant Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
District Supervisors/OICs/SEPS/EPS II  
Public and Private Secondary School Principals

1. Pursuant to item no. 7 of Division Memorandum No. 041, s. 2018, a Division Orientation Conference of All Division Chief Education Program Supervisors, Education Program Supervisors, District Supervisors, Public and Private Senior High School (SHS) Principals/School Heads, and School Registrars/Guidance In-Charge will be conducted in the following schedule and venue, to wit:

No.	Area	Schedule	Venue
1.	North Area Public and Private Senior High Schools (SHS) (two per school)	January 22, 2018	Ecotech Center Partner Hotel – Hotel Fortuna, Borromeo St., Cebu City
2.	South Area Public and Private Senior High School (SHS) (two per school)	January 23, 2018	Ecotech Center Partner Hotel – Hotel Fortuna, Borromeo St., Cebu City

2. Participants to the Conference are the following, to wit:

No.	Participants	No. of Participants
1.	Chief EPS, EPS, PSDS	68
2.	Public SHS School Heads	231
3.	Public SHS Registrars/Guidance Counselors	231
4.	Private SHS School Heads and Registrars	138
5.	Orientation Staff	5
	Total	<b>673</b>

District Supervisors are likewise instructed to ensure that all Private Schools offering Senior High School (SHS) in their district are assisted and informed about the conference and the documents needed. To ensure smooth and orderly conduct of the checking by February, 100 % attendance is a must.

3. Participants from the schools are required to bring sample filled-up forms of the required supporting SHS Form 9 documents, copy of DepEd Order No. 58, s. 2017, print out of the eTool, School and Class Program, Immersion Work Plan, clean USB, laptop computer with back up WiFi and extension cord. The Conference will start at 8: 00 o'clock in the morning.

4. Travelling, and registration fee of P 500. 00 per participants are chargeable against local/school MOOE funds and private school funds, while travelling, registration, accommodation of the division participants and staff, cost of materials and other incidental expenses of the conference are chargeable against Division MOOE funds, subject to the usual accounting and auditing rules and regulations.

5. This Memorandum serves as Travel Authority of all the participants. Members of the Division Checking and Review Committee are strictly enjoined to attend the conference.

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

  
**RHEA MARA ANGTUD, Ed.D., CESO VI**  
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](http://www.depedcebuprovince.com)  
E-mail Add: [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)