



DIVISION MEMORANDUM

No. 199 s. 2018

To: SGOD Chief & CID Chief
Education Supervisor in Technology & Livelihood Education
All Senior High School Heads/ Principals
Division Planning Officer
Education Program Specialists (EPS-SMME)
Division Senior High School Focal Person
This Division

From: 
RANDOLPH B. TORTOLA
Schools Division Superintendent

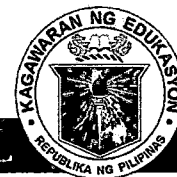
Subject: **DIVISION SENIOR HIGH SCHOOL PLANNING CONFERENCE
FOR SCHOOL YEAR 2018-2019**

Date: April 19, 2018

1. To prepare for the Senior High School implementation for School Year 2018-2019, this Office announces the **Division Senior High School Planning Conference on May 3, 2018**, 8:00AM to 5:00 PM.(Venue to be arranged)
2. The participants of the Planning Conference are the Schools Division Superintendent, Assistant Schools Division Superintendent, Curriculum Implementation Division(CID) Chief, Schools Governance and Operations Division(SGOD) Chief, Division SHS Focal Person, Planning Officer, Education Program Supervisor in Technology & Livelihood Education , & Education Program Specialists in Schools Management and Monitoring Evaluation.
3. All SHS Heads/ Principals are requested to bring the following data to be used during the planning conference:
 - a. Projected Number of Enrollees (based on early registration & survey)
 - b. School Program (reflecting the day, time, subjects & teachers)
 - c. SHS & JHS Teachers' Profile (reflecting the educational qualification/ major/ minor, NC/ TM , subject loads & special assignment/s of the teacher)
4. Travel expenses of participants and registration of Six Hundred Pesos (Php 600.00) shall be charged to School MOOE(for School Heads/Principals) and Division MOOE for the Division Personnel, subject to the usual accounting and auditing rules and regulations.
5. For information and guidance.

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Enclosure 1 of Division Memo No.____, s. 2018

MATRIX OF ACTIVITIES
Division Senior High School Planning Conference
May 3, 2018

Time	Activities/ Topics	Person/s in-charge
7:30am -7:59 am	Registration	Div. SHS Focal Person
8:00am-8:59 am	Opening Program Invocation Pambansang Awit Roll Call Welcome & Opening Remarks Message	SGOD Chief CID Chief SDS
9:00am-11:59am	Planning Conference Proper *SHS Offering for SY 2018-2019 (Basis/ Requirements: Students who signify to enroll, availability of qualified teachers, venue for immersion, available rooms/facilities, equipment, local & global needs) Output per participant/school: List of SHS Offering for SY 2018-2019 *SHS Teachers Needed/ SHS (Basis/ Requirements: SHS Offering, number of students/ school program) *Output per participant/school: List of teachers needed (identify the major/ qualification)	SDS/ ASDS/ CID & SGOD Chiefs/ Division SHS Focal Person/SEPS/EPSSs/ SHS School Heads
1:00pm-4:30pm	Issues & concerns: *Qualified SHS TVL Teachers *Facilities *Equipment/ Tools Others... Output: Possible Solution/s for the issues/ concern	

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