



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
A.Velez St., Cagayan de Oro City  
[www.depedmisor.net](http://www.depedmisor.net)



February 5, 2015

**DIVISION MEMORANDUM**

No. 39 s. 2015

**TO : All Secondary School Heads**

**FROM : CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

**SUBJECT : SENIOR HIGH SCHOOL CONFERENCE ON FEBRUARY 13, 2015 OF THE  
SECONDARY SCHOOL PRINCIPALS/ HEADS**

1. To update the Secondary School Principals/ Heads on the Senior High School matters and present their output on the planning /implementation on SHS, this Office will conduct a conference on Senior High School to All Secondary School Principals/Heads **on February 13, 2015 at 8:00 a.m. to 5:00 pm.**( Venue will be announced later.)

2. All Secondary School Principals/Heads are requested to bring their soft copy( in Power Point Presentation)and hard copy of the following;
- SHS proposed Class Program for Grades 11 & 12
  - Students School Uniform Design
  - Teachers ( with profile & pictures) to handle the subjects
  - SHS registrar,
  - Pictures of classrooms and laboratory/ training rooms,
  - Industry partners and
  - Accomplish Site Appraisal Form for SHS (Based from DepED Memo 3, s.2015)

3. A registration of Five hundred fifty pesos (Php 550.00)to cover snacks and lunch, shall be charged to Division INSET Funds.

4. Travelling and other incidental expenses are charged to local/ downloaded funds subject to the usual accounting and auditing, rules and regulations.

5. For your guidance and compliance.

CLL/rlg