



October 2, 2015

DIVISION MEMORANDUM

No. 354 S, 2015

To : **Secondary Schools Offering Senior High School**
This Division

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

Re : **TARPAULIN DESIGN AND SPECIFICATIONS FOR GALLERY WALK DURING SENIOR HIGH SCHOOL CARAVAN cum ASSEMBLY**

1. In line with the preparation for the Senior High School Implementation on SY 2016-2017, this office shall hold a grand event entitled **Senior High School Caravan cum Assembly** on **October 29, 2015**, 8:00am-12:00nn at Limketkai Atrium, Cagayan de Oro City.
2. This activity aims to showcase the Senior High School preparations of this Division to students, parents and various stakeholders such as the local government units, industries, non-DepEd partner schools among others.
3. In this connection, schools offering Senior High School are hereby directed to provide a tarpaulin to be displayed in the "Gallery Walk" at the venue of the said event.
4. You are advised to strictly follow the tarpaulin specifications:
 - a. 2.5 feet (Width) x 6 feet(Height) or 30 inches (Width) x 72 inches (Height)
 - b. Portrait orientation with metal stand
5. Schools shall design their own tarpaulin however, it should only include the following details: **name of school, district, picture of the campus, Senior High School offerings** along with the **employment opportunities**, pictures of the school's Senior High School **preparations/best practices**, pictures of Senior High School **facilities**.
6. A sample picture of the tarpaulin is enclosed in this memorandum. Enclosure No. 1
7. Tarpaulin must be submitted to the Division Office on or before **October 23, 2015, Friday**. For more information, please contact Irish Karylle D. Monte, EPS II at 09174309881.
8. Expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
9. Wide and immediate dissemination is hereby enjoined.



Enclosure No. _____, of Division Memorandum _____, date _____

SAMPLE TARPAULIN FOR GALLERY WALK DURING SENIOR HIGH SCHOOL CARAVAN cum ASSEMBLY

