



September 30, 2015

DIVISION MEMORANDUM

No. 348 S, 2015

To : Rudy O. Magdugo, Chief SGOD ✓
Dr. Rhodora L. Gallares, ES I ✓
Edwin L. Gamorot, Division Planning Officer ✓
Freddijun T. Delig, Division IT Officer ✓
Dr. Vevian Tuason, SEPS ✓
Dr. Marife Balaba, SEPS ✓
Lindo M. Cayadong, SEPS ✓
Danny A. Asio SEPS ✓

Meylinda Paceaño, ES I
Secondary School Heads or Focal Person of Schools
Offering Senior High School
This Division

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

Re : **SPECIAL CONFERENCE ON SENIOR HIGH SCHOOL PLAN ADJUSTMENT**

1. There will be a **Special Conference on Senior High School Plan Adjustment** on October 1, 2015 starting at 8:00 o'clock in the morning. Venue will be set.
2. Participants of the said conference are select **Education Program Supervisors, Specialists, Planning Officer, IT Officer and Secondary School Heads or Focal Person** of Schools offering Senior High School.
3. School heads are hereby advised to bring the following;
 - Laptop
 - Accomplished SHS Plan Adjustment.
(Templates are available at www.misor.net under Downloadables)
 - Inventory of classrooms
 - Actual enrolment data
4. Travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Wide and immediate dissemination is hereby enjoined.