



May 4, 2016

**DIVISION MEMORANDUM**  
No. 218, s. 2016

**DIVISION ORIENTATION-WORKSHOP ON THE SENIOR HIGH SCHOOL STAFFING E-TOOL AND OTHER GRADE 11 OPENING RELATED PREPARATIONS**

**TO :** Assistant Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Public Secondary School Heads

1. In view of the preparation of the Senior High School (SHS) Grade 11 classes this coming June 2016, all Secondary Schools offering Senior High School are required to attend the **DIVISION ORIENTATION-WORKSHOP ON THE SENIOR HIGH SCHOOL (SHS) STAFFING E-TOOL AND OTHER GRADE 11 OPENING RELATED PREPARATIONS** on the following schedules and venue, to wit:

| Date              | Participants   | Venue/Check-in/Registration   |
|-------------------|--|---|
| May 11 – 12, 2016 | <b>North Area</b><br>Secondary School Heads<br>SHS School Coordinator/ICT<br>District Supervisors/OICs<br>Education Program Supervisors/Coordinators | Hotel Fortuna, Borromeo St.,<br>Cebu City<br>(Check-in & Registration: May 10, 2016 @ 3: 00 p.m.) |
| May 13 – 14, 2016 | <b>South Area</b><br>Secondary School Heads<br>SHS School Coordinator/ICT<br>District Supervisors/OICs<br>Education Program Supervisors/Coordinators | Hotel Fortuna, Borromeo St.,<br>Cebu City<br>(Check-in & Registration: May 12, 2016 @ 3: 00 p.m.) |

2. Participants shall bring the following documents and gadgets, to wit:
- Laptop Computer with MS Excel installed;
  - Early Registration Data;
  - Template XI;
  - School Form 7;
  - Draft Class Program (*output of the Hotel Fortuna Workshop last year*);
  - Updated Status Report of the School Building Construction;
  - Class Opening Preparations (*Plans and Contingencies*).

3. Travelling, hotel accommodation and food fee of Two Thousand Pesos (P 2, 000. 00) per participant, which shall cover 4 snacks and 6 meals, and other incidental expenses are chargeable against school MOOE funds and division MOOE funds for Division/District personnel, subject to the usual accounting and auditing rules and regulations.
4. This Memorandum serves as Travel Authority of all the participants. Participants and staff who shall be present on Saturday, May 14, 2016 are entitled to avail of CTO.
5. Immediate dissemination and strict compliance of this Memorandum is directed.

  
**RHEA MAR AL ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

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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 |

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# CLASS OPENING PREPARATIONS: STATUS REPORT & CONTINGENCIES

As of May 10, 2016

Name of School \_\_\_\_\_ Municipality \_\_\_\_\_  
 Name of School Head \_\_\_\_\_ Official Designation \_\_\_\_\_  
 SHS Offerings \_\_\_\_\_

| KFA<br>(Key Focus Area)                   | STATUS<br>(Be Specific and Detailed) | POTENTIAL PROBLEMS<br>(Specific and Evident) | CONTINGENCY MEASURES<br>(Concrete, Tangible and Doable) | SUPPORT MECHANISMS<br>(Found in the School & Locality) |
|---|--------------------------------------|--|---|--|
| SCHOOL BUILDING/<br>CLASSROOMS            |                                      |  |   |  |
| SCHOOL BUILDABLE<br>SPACE                 |                                      |  |   |  |
| SCHOOL FURNITURE                          |                                      |  |   |  |
| SCHOOL FACILITIES &<br>EQUIPMENT          |                                      |  |   |  |
| STUDENT<br>ACCOMMODATION<br>AND PLACEMENT |                                      |  |   |  |
| SHS TEACHERS                              |                                      |  |   |  |
| SCHOOL SHS<br>OFFERING/S                  |                                      |  |   |  |
| SHS IMMERSION<br>PROGRAM                  |                                      |  |   |  |
| SCHOOL SHS<br>PARTNESHIP                  |                                      |  |   |  |
| OTHER CONCERNS                            |                                      |  |   |  |

Prepared by: \_\_\_\_\_

Attested by: \_\_\_\_\_

\_\_\_\_\_  
 SHS School Coordinator

\_\_\_\_\_  
 School Principal/Head Teacher/TIC/Caretaker

# BUILDING CONSTRUCTION REPORT

As of May 10, 2016

Name of School \_\_\_\_\_ Municipality \_\_\_\_\_  
 Name of School Head \_\_\_\_\_ Official Designation \_\_\_\_\_  
 SHS Offerings \_\_\_\_\_

| No. of Classrooms/<br>Buildings/ Levels | Name of Contractor/Address/<br>Contact Number/s | Date Started <i>(Indicate the Date as<br/>Published in the Tarpaulin and the Actual<br/>Date the Contractor Started)</i> | Target Completion <i>(Based on the<br/>Published Date in the Tarpaulin)</i> | Status of Completion/<br>Progress/ Other Significant<br>Findings <i>(Be Detailed)</i> |
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Prepared by:

Attested by:

\_\_\_\_\_  
SHS School Coordinator

\_\_\_\_\_  
School Principal/Head Teacher/TIC/Caretaker