



November 4, 2016

DIVISION MEMORANDUM

No. 697, s. 2016

**URGENT CONFERENCE OF ALL SENIOR HIGH SCHOOL
ADMINISTRATORS ON SHS UPDATING 2016**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs/SEPS/EPS II
Public Secondary Schools Heads
Other Concerns

1. In view of the urgency to submit an updated SHS offerings and subject combinations, all Secondary School Heads with Senior High School offerings (SHS) are enjoined to attend an urgent conference on **Senior High School (SHS) Updating** on November 7, 2016, Monday, at Liloan National High School – Don Bosco Extension, Cotcot, Liloan, Cebu.
2. The conference aims to review and correct immediately the erroneous entry in the report that the school heads were required to submit online this week.
3. All participants are required to bring with them the following, to wit:
 - a. Final Copy of the eClass Program
 - b. Final Copy of the eTool Program
 - c. Updated Curriculum Map of the Offering
 - d. Wifi Connection
 - e. Laptop Computer
4. Travelling, food fee of **Two Hundred Pesos** (PhP 200. 00) and other incidental expenses are chargeable against school MOOE/SEF funds, subject to the usual accounting and auditing rules and regulations.
5. All expected participants are strictly enjoined to prioritize attendance to the conference. This Memorandum serves as **Travel Authority** of all the participants.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


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