



September 25, 2017

DIVISION MEMORANDUM

No. 624, s. 2017

**DIVISION CONFERENCE FOR PRIVATE ELEMENTARY
AND SECONDARY SCHOOL HEADS**

**To: Assistant Superintendents
Chiefs, CID and SGOD
Division Supervisors/Coordinators
District Supervisors/OICs
Heads, Private Elementary and Secondary Schools**

1. This Office announces the conduct of the **Division Conference for Private Elementary and Secondary School Heads** at the Annex Dining, DepEd Ecotech Center, Sudlon, Lahug, Cebu City on October 2, 2017 at 8:00-5:00 pm.
2. This activity aims to:
 - a. provide inputs relative to the operation of private schools, including Senior High Schools;
 - b. review the requirements needed for the checking of Grade 10 Student's Evaluation Form 9; and
 - c. discuss and recommend solutions to possible concerns, issues, gaps and problems (CIGPs).
3. Registration fee of **Five Hundred Pesos (Php 500.00)** shall be collected from each participant to defray expenses for two (2) snacks, one (1) lunch, training materials and venue rental.
4. Immediate and wide dissemination of this Memorandum is desired.


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

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**DIVISION CONFERENCE FOR PRIVATE ELEMENTARY
AND SECONDARY SCHOOL HEADS**

Annex Dining, DepEd Ecotech Center, Sudlon, Lahug, Cebu City
October 2, 2017

Program of Activities

Time	Activity
8:00-8:30 am	Arrival and Registration
8:30-9:00 am	Opening Program <ul style="list-style-type: none"> • Prayer • Philippine National Anthem • <i>Sugbo</i> • Welcome Remarks and Rationale • Presentation of Participants • Message • Energizer Hosts: Mrs. Socorro Relacion Mr. Norman Blanco
9:00-9:10 am	Call to Order- <i>Mr. Roseller N. Gelig</i>
9:10-10:00 am	Application of Senior High School Program and Request for Special Order <i>-Dr. Novie Mangubat</i>
10:00-12:00 noon	Documentary Requirements: <ul style="list-style-type: none"> • Application to Open and Operate Private School; • Application of Private Schools for Confirmation on Tuition Fees and Other School Fees; and • Application for Renewal of Permit for Government Recognition and Inspection Report. <i>- Mrs. Hermogena Miranda</i>
12:00-1:00 pm	Lunch Break
1:00-2:00 pm	EBEIS/LIS- <i>Mrs. Agustina Albiso</i>
2:00-3:00 pm	Requirements for the Checking of Grade 10 Student's Evaluation Form 9 <i>-Mrs. Jane Gurrea</i>
3:00-4:00 pm	TLE/TVL Curriculum Map – <i>Mrs. Araceli Cabahug</i>
4:00-5:00 pm	Other Matters, Open Forum and Adjournment <i>- Mr. Roseller N. Gelig</i>
Management/Secretariat	Dr. Victor Ybañez and Dr. Margarita Nierra
Finance Officers	Disbursing Section Personnel c/o Ms. Marites Peralta