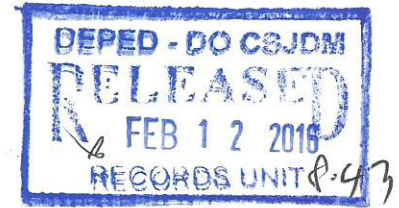




10 February 2016

**DIVISION MEMORANDUM**

No. 22, s. 2016



To: OIC ASDS  
Chief Education Supervisors  
Education Program Supervisors  
Secondary School Heads  
All Others Concerned

**DIVISION ORIENTATION-WORKSHOP ON DEPED ORDER NO. 3, S. 2016**

1. In preparation for the implementation of DepEd Order No. 3, s. 2016 entitled *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year 2016-2017*, this Office will conduct a division orientation for secondary school heads on Monday, February 15, 2016, 8:30 a.m. to 12:00 noon, at the Citrus National High School and, for school heads and SHS focal persons in each school, 2:00 to 5:00 p.m. at the Division Library Hub.
2. The activity aims to:
  - a. Orient school heads on the provisions of DepEd Order No. 3, s. 2016;
  - b. Provide updates on the status of SHS teacher applicants;
  - c. Segregate applicants by school and by track;
  - d. Initially assess if SHS applicants meet Division needs; and,
  - e. Come up with interventions to ensure readiness of the Division in terms of meeting SHS teacher needs.
3. Participants to this activity are OIC ASDS, Division Chiefs, all secondary school heads and the SHS focal person of each school.
4. To better facilitate this undertaking, school heads are expected to have read DepEd Order No. 3, s. 2016, bring a copy of the same and a laptop and updated SHS data.
5. Expenses for the morning activity shall be charged against secondary schools' MOOE while the expenses for the afternoon workshop are chargeable against Division MOOE.
6. For immediate dissemination and compliance.

*GHPascual*  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent