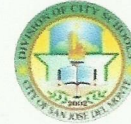




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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April 15, 2016

DIVISION MEMORANDUM

No. 61 s. 2016

To: Division Chiefs
Education Program Supervisors
District Supervisors
Secondary School Heads

**DIVISION WORKSHOP ON CLASS PROGRAMMING AND ALLOCATION OF TEACHER ITEMS
FOR SENIOR HIGH SCHOOL**

1. This is to announce the conduct of the Division Workshop on Class Programming and Allocation of Teacher Items for Senior High School on April 25, 2016 at the Division Library Hub.
2. The objective of this activity is to provide technical assistance to schools in:
 - a. Designing class programs for senior high school and
 - b. Determining the number of teachers needed per senior high school.
3. Participants include the school heads, SHS coordinators and Grade 10/11 curriculum chairpersons of the fifteen (15) public senior high school providers.
4. Participants are requested to bring the following:
 - a. Laptop
 - b. List of Prospective SHS teachers
5. The lunch and snacks of the participants shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.

Germelina H. Pascual
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent