



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



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May 11, 2017

DIVISION MEMORANDUM

No. 78 s. 2017

To : Asst. Schools Division Superintendent
CID Chief
Public Secondary School Heads
All Others Concerned

DIVISION SENIOR HIGH SCHOOL REVIEW AND PLANNING CONFERENCE

1. This Office is pleased to announce the conduct of **Division Senior High School Review and Planning Conference** on May 18-19, 2017 at the Division Library Hub.
2. The conference aims to:
 - a. Review the implementation of Grade 11
 - b. Plan for the implementation of Grades 11 and 12 for School Year 2017-2018
 - c. Discuss issues and concerns regarding the implementation of SHS
3. Participants to the conference are the following:
 - a. Secondary School Heads & Assistant School Heads
 - b. SHS Coordinators
 - c. SHS Administrative Officers and Registrars
 - d. SGOD Staff
 - e. CID Staff
4. Each school shall prepare a 5-minute presentation following the format contained in Inclosure 1. A hard copy of the presentation shall be submitted to the Division Office on or before May 17, 2017.
5. The Matrix of Activities and the Technical Working Committees are found in Inclosures 1 and 2, respectively.
6. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



Inclosure No. 1 to Division Memorandum No. 178 s. 2017

CONTENTS OF THE FIVE-MINUTE POWERPOINT PRESENTATION

- Program Offerings
- Enrolment per Program per Semester
- SHS Teachers & Non-Teaching Staff
- Learning Resources (Books, Tools and Equipment)
- Dropouts and Students with Failing Grades
- Classroom Buildings and Other Facilities
- Career Guidance Program
- Partnerships
- Other SHS Activities
- Concerns, Issues and Challenges



Inclosure No. 2 to Division Memorandum No. 178 s. 2017

MATRIX OF ACTIVITIES

TIME	DAY 1	DAY 2	
	Activity/Presentation	Activity/Presentation	
8:00-8: 30 A.M.	Opening Program	Updates on Hiring of SHS Teachers and Non-Teaching Personnel <i>Ma. Theresa Roxas</i> Partnership <i>Merlita Ynciong</i> <i>Conrado ABraham</i>	
8:30-10:00 A.M.	5-Minute Presentation on the Implementation of Grade 11 <i>School Heads</i>		
10:00-10:15 A.M.	Coffee/ Tea Break		
10:15-11:00 A.M.	Open Forum		SHS Allocation <i>Orlando Gonzales</i> <i>Kristine Quezada</i>
11:00A.M.-12:00 P.M.	Program and Subject Offerings for SY 2017 – 2018 Report on Dropouts <i>Marlon Daclis</i>	Youth Formation Program & Career Guidance Program <i>Margarita Duro</i> <i>Femarie Arandela</i>	
12:00 P.M.-1:00 P.M.	Lunch Break		
1:00-2:00 P.M.	Teacher Needs <i>Gina Yongue & Margarita Joven</i>	Planning for Work Immersion <i>Julius Villanueva</i>	
2:00-3:00 P.M.	 <		

*Involvement of all concerned D.O. personnel in the open forums is highly encouraged.



Inclosure No. 1 to Division Memorandum No. 78 s. 2017

WORKING COMMITTEES

COMMITTEE	CHAIRPERSON	MEMBERS
Accommodation	Juanaly Lacal	Norman Glenn Mapa Merle Felix Ma. Lilibeth Wong
Certificates & Tarpaulin	Sheryl Barandon	Jeanette Ragudo Cynthia Fe Macalanda Marlin Valdez
Program	Donn Uriel Buenaventura	Fatima Rivas Rosemarie Abecia Marites Hugo
Documentation	Jingle Policarpio	Rowena Luciano Lany Nagales Iris Jane Curit
Registration & Attendance	Edna To	Maria Ursula Ninfa Doctolero Agapito Nicolas
Food	Cherryl Arevalo	Aiza Ignacio Jane Rigor