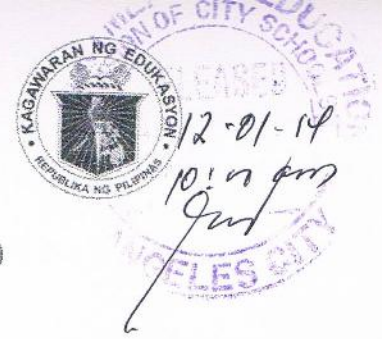




Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City  
Jesus Street, Pulungbulu, Angeles City  
Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099



November 28, 2014

**DIVISION MEMORANDUM**

No. *94* s. 2014

**DIVISION WORKSHOP ON THE FINALIZATION OF SHS PLANS AND CASCADING OF SHS PROGRAM TO ALL PUBLIC SCHOOLS**

**TO: ALL Public Elementary and Secondary School Heads**

1. A Division Workshop on Special Programs of the Department particularly SHS will be conducted at Moonbay Marina, SBFZ, Olongapo City on December 16-17, 2014.
2. The **workshop** aims to improve the preparation of schools on the implementation of the DepEd programs especially SHS. Outputs are expected to be submitted on Day 2 of the activity.
3. Participants to this event are the public elementary school heads, public secondary school heads, and the training team for this event.
4. Below is the schedule of activities:
 

DAY 1, December 16		
6:00 – 6:30	-	Assembly Time at the Division Office
6:30 – 8:00	-	Travel Time from DO to the Venue
8:00 – 9:00	-	Registration
9:00 – 9:30	-	Opening Program
9:30 – 9:45	-	Break
9:45 -12:00	-	Lecture/Discussion on DepEd Special Program
12:00-1:00pm	-	Lunch Break
1:00 – 3:00	-	Making Schools Resiliency Champions
5:00 – 7:00	-	Workshop
7:00 – 9:00	-	PESPA/PSSPA Concerns
DAY 2		
8:00 – 10:00	-	Senior High School Program
10:00 –10:15	-	Break
10:15 –12:00	-	Workshop
12:00 -1:00	-	Lunch Break
1:00 – 4:00	-	Presentation of Outputs
4:00 – 5:00	-	Closing Program
5. The registration fee of **Three Thousand Five Hundred Pesos (3,500.00)** per participant will be charged to cover expenses on food and accommodation, transportation and miscellaneous expenses chargeable against the local funds/MOOE subject to the usual accounting and auditing procedure.
6. For your information and guidance.

**LUZ C. ARRIOLA**  
Schools Division Superintendent