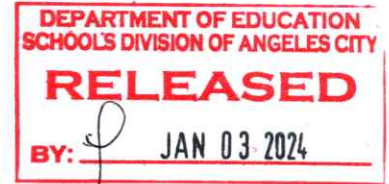




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



3 Jan 2024

DIVISION MEMORANDUM
No. 002 s. 2024

DIVISION TECHNICAL ASSISTANCE ON THE PREPARATION OF DOCUMENTARY REQUIREMENTS AND PROCESSES FOR THE ESTABLISHMENT OF STAND-ALONE SENIOR HIGH SCHOOL

**To: Assistant Schools Division Superintendent
Chief ES, SGOD
OIC Chief ES, CID
Public Schools District Supervisors
Integrated School Heads and Asst. Principals**

1. Please be informed that the **Division Technical Assistance on the Preparation of Documentary Requirements and Processes for the Establishment of Stand-Alone Senior High School** is on **January 5, 2024 (Friday), 2:00 p.m. to 5:00 p.m.** via MS Teams.
2. The objectives of this activity are the following:
 - 2.1. to identify the list of documentary requirements in establishing a stand-alone SHS;
 - 2.2. to discuss the steps in applying for the establishment of stand-alone SHS; and
 - 2.3. to provide TA to the schools in preparing the documentary requirements and processes.
3. The participants in this activity are: Chiefs of SGOD and CID; School Heads/Assistant Principals of Integrated Schools; Public Schools District Supervisors; SEPS and EPS II of SMM&E Unit; Planning Officer; Division Engineer; Legal Officer; Accountant; and AO IV of HRM Unit.
4. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.

RONALDO A. POZON PhD, CESO V *rh*
Schools Division Superintendent

Encl.:

Reference: DepEd Order No. 51, s. 2015
To be indicated in the Perpetual Index
under the following subjects:
SCHOOL ESTABLISHMENT

GPS/SMM&E/January 3, 2024



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