



DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBO DEL NORTE  
DIPOLOG CITY

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga Peninsula  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
Capitol Drive, Estaka, Dipolog City 7100

**RELEASED**

DATE: 9 FEB 2016

NAME / SIGNATURE

**DIVISION MEMORANDUM**  
NO. 062, s. 2016

TO : Chief Education Supervisors, CID and SGOD  
Division SHS Focal Person/ Coordinator  
29 SHS Principals/ Implementers  
This Division

FROM : NATIVIDAD P. BAYUBAY, CESO VI  
Officer In-Charge  
Office of the Schools Division Superintendent

SUBJECT : REGIONAL CONFERENCE OF SCHOOL HEADS OF SENIOR HIGH  
SCHOOL (SHS) CUM REGIONAL MANAGEMENT COMMITTEE  
MEETING

DATE : February 5, 2016

This has reference to the unnumbered Regional Memorandum from Isabelita M. Borres, CESO III, Regional Director, DepEd Regional Office IX, Zamboanga Peninsula on the Three-day Regional Conference of School Heads of Senior High School Cum Regional Management Committee Meeting (REMANCOM) on February 10- 12, 2016 at Chandler Suites, FS Pajares Avenue, Pagadian City.

School Principals are to submit the following:

1. Enrolment of the forthcoming Senior High School Grade 11 Class classified as to the strands/ specialization;
2. Results of the Career Guidance Program being held in the schools;
3. Inventory of the facilities/ tools as found in the school according to strands/ specialization;
4. Proposed requirement for Senior High School teachers as to existing capacity in terms of specialization;
5. Year-round plan of activities of the school, i.e. research, teacher training, students activities.

A registration fee of Php 2, 400.00 per participant will be collected in order to defray expenses for board & lodging and training materials. Registration, travel and other incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

Attached is the Program Matrix for activity details. Check-in time will be at 12:00 noon of Day 1. Opening Program will start at exactly 1 o'clock in the afternoon.

For widest dissemination and compliance.