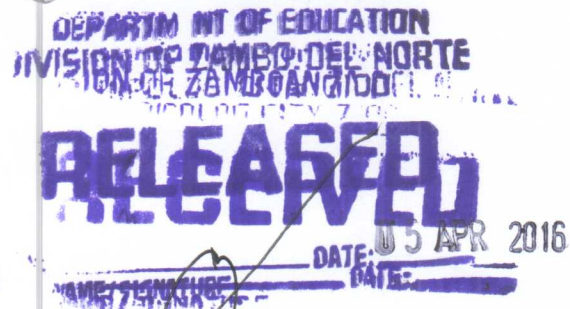




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Zamboanga Peninsula, Region IX  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Dipolog City 7100



Division Memorandum  
 No. 118 s. 2016

To: **All Senior High School Heads**  
 This Division

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

Subject: **Division One-Day Live-Out Seminar-Workshop on Using the Senior High School Electronic Class Program and Teacher Need Tool**

Date: April 4, 2016

1. To properly allocate and mobilize human resources for effective implementation of the Senior High School Program, the DepEd has designed a tool for easy staffing of existing Secondary teachers which also includes identifying teacher hiring needs.
2. Relative to this, the Schools Division of Zamboanga del Norte will conduct a **One-Day Live-Out Seminar-Workshop on Using the Senior High School Electronic Class Program and Teacher Need Tool** for all the SHS Principals and their respective School ICT Coordinator at the Division Office Conference Room on the following schedules:
 

|                     |   |
|---------------------|---|
| April 5, 2016 ----- | 1st CD  |
| April 6, 2016 ----- | 2 <sup>nd</sup> CD  |
| April 7, 2016 ----- | Bacungan NHS, Salug NHS, Liloy NHS, Tampilisan NHS, Godod NHS, Kalawit NHS, & Ubay NHS                          |
| April 8, 2016 ----- | Kipit AFHS, Gutalac NHS, Siocon NHS, Baliguian NHS, Julian Soriano MCHS, Sirawai NHS, Malayal NHS, & Sibuco NHS |
3. The participants are to bring their SF 7, enrolment per track in hard & soft copies, and their laptops.
4. Board & lodging including travel and other incidental expenses incurred by the participants shall be charged against their school MOOE and other local funds, while training expenses shall be chargeable against the division INSET funds subject to the existing accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.