



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

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DIVISION OF ZAMBOANGA DEL NORTE  
DIPOLONG CITY 7100

RELEASED

03 MAR 2016

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
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Division Memorandum  
No. 093s. 2016

To: **The Full-fledged Secondary School Heads**  
This Division

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

Subject: **Division Two-Day Live-Out Management Conference of All Full-fledged Secondary School Heads**

Date: March 3, 2016

1. To better prepare the secondary schools in the implementation of the Senior High School Program, a Division Two-Day Live-Out Management Conference of All Full-fledged Secondary School Heads will be conducted on March 10-11, 2016 at Mibang Hotel, Dipolog City.
2. This conference aims to:
  - \* discuss issues and concerns relative to the implementation of the SHS program,
  - \* further guide the principals in their preparation for the SHS implementation, and to
  - \* provide the other secondary school heads with important information on SHS program.
3. This management conference shall be participated by all the full-fledged secondary school heads of this division.
4. The participants are to bring their laptops, USBs, Grade 10 enrolment for SY 2015-2016 indicating their names, sex, chosen specialization for Senior High (Grade 11), and their preferred school (for submission in hard and soft copies).
5. School heads of the main secondary schools are to get the data (articulated in paragraph 4) of their annexes and extensions that are managed by TICs for submission on March 10, 2016.
6. The twenty-nine (29) principals to implement the SHS program for SY 2016-2017 are to present their proposed programs and to report the status of their preparation, issues and concerns met and interventions conducted to address these concerns.
7. Travel and other incidental expenses incurred by the participants shall be chargeable to the school MOOE/ Local Funds while training expenses shall be charged against the Division INSET funds subject to the usual accounting and auditing rules and regulations.
8. Immediate and widest dissemination of this memorandum is desired.

