



May 28, 2018

**DIVISION MEMORANDUM**

No. 700; s. 2018

**PLANNING CONFERENCE OF SENIOR HIGH SCHOOL ADMINISTRATORS ON ADDITIONAL SHS  
COURSE OFFERINGS**

TO : Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/Districts-In-Charge  
Public/Private Secondary School Heads  
All Others Concerned

1. This office informs the concerned schools about the Planning Conference of Senior High School Administrators on their intent to offer an additional SHS strand on May 30, 2018 @ 8:00 a.m., at the Division Conference Room.
2. Participants to this conference are Senior High School Administrators and SHS Focal Persons of the followings schools;
  - 2.1 World Maritime Academy & Training Center, Inc.
  - 2.2 Manjuyod National High School
  - 2.3 Masulog High School
  - 2.4 Amlan High School
  - 2.5 Jimalalud High School
  - 2.6 Sta. Catalina National High School
  - 2.7 Tubigon High School
  - 2.8 Santiago Delmo National High School
3. School Heads must prepare the attached checklists/documents prior to the conduct of the planning conference.
4. Traveling and other incidental expenses incurred by the public school participants are chargeable against School MOOE, and other funds subject to the usual accounting and auditing rules and regulations.
5. This serves as travel order.
6. For widest dissemination.

**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent

5/28/18

29 MAY 2018

**Department of Education**  
 Division of \_\_\_\_\_, Region \_\_\_\_\_

**Application for Implementation of Senior High School (SHS) Program in Existing Junior High Schools (JHSs) and Integrated Schools (ISs)**

**REQUIRED DOCUMENTS**

- \_\_\_\_\_ 1. DepED School Identification (ID)
- \_\_\_\_\_ 2. Letter-request for implementation of the SHS program addressed to the Schools Division Superintendent (SDS)
- \_\_\_\_\_ 3. Certification signed by the SDS stating that no public SHS is offering the same SHS Track within the catchment area
  - \_\_\_\_\_ a. Justification signed by the SDS, in case will offer the same SHS Track
- \_\_\_\_\_ 4. Implementation Plan for SHS program covering five (5) years to include among others:
  - \_\_\_\_\_ a. Current and projected enrolment for five (5) school years, by grade level
  - \_\_\_\_\_ b. Proposed budgetary requirements for its Personal Services, Maintenance and Other Operating Expenses and Capital Outlay
  - \_\_\_\_\_ c. Operational Plan regarding curriculum and instructional supervision of the proposed SHS
  - \_\_\_\_\_ d. School Site Development Plan to include proposed school buildings, as needed
- \_\_\_\_\_ 5. Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used in the implementation of SHS program
- \_\_\_\_\_ 6. Inventory of learning resources prepared by school's Property Custodian, as validated by the Schools Division Office
- \_\_\_\_\_ 7. Updated Personal Services Itemization and Plantilla of Personnel of the concerned school
- \_\_\_\_\_ 8. Updated Status Report with regard to the school's existing crucial resources
- \_\_\_\_\_ 9. Map, preferably drawn to scale, showing the vacant lot where the proposed SHS classrooms/ schoolbuilding are/will be constructed, duly certified by the City/Municipal Engineer
- \_\_\_\_\_ 10. List of prospective enrollees in SHS per track and strand, indicating their names, Learner Reference Numbers (LRNs), where applicable, ages, addresses, school names and DepED School ID Numbers where they are currently or previously enrolled
  - \_\_\_\_\_ a. Justification signed by the SDS, in case the required minimum enrolment and/or number of tracks are not satisfied
- \_\_\_\_\_ 11. List and types of establishments and industries in the community, as attested to by the Department of Trade and Industry, Department of Labor and Employment or the Municipal Planning Officer
- \_\_\_\_\_ 12. Certification from the SDS that the track(s) and strand(s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the City/Municipal Mayor, and are decided upon by the Regional Director, SDS, Division Planning Officer and the School Head concerned
- \_\_\_\_\_ 13. Results of internal assessments or surveys done with the prospective enrollees
- \_\_\_\_\_ 14. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer and School Head
- \_\_\_\_\_ 15. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties
- \_\_\_\_\_ 16. Immersion deployment plan

Notes:

- a. Please indicate N/A if not applicable.
- b. Kindly submit all the lacking documents on or before \_\_\_\_\_.
- c. Documents to be submitted must be in two (2) sets, placed in separate folders, arranged following the sequence above and labeled appropriately.
- d. To facilitate evaluation, please do not include other documents not listed above.

Documents Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature over Printed Name and Designation)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature over Printed Name and Designation)