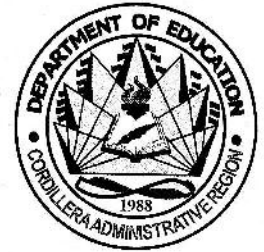




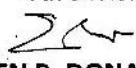
Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

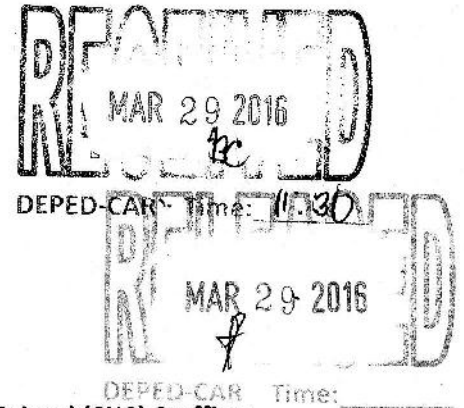
No. 084-2016 s. 2016

TO : Schools Division Superintendents  
All Divisions

FROM :   
ELLEN B. DONATO, Ed.D. CESO III  
Regional Director

SUBJECT : Re-Orientation-Workshop on Senior High School (SHS) Staffing

DATE : March 21, 2016



1. The School Effectiveness Division-Bureau of Human Resource and Organizational Development (SED-BHROD) in collaboration with K to 12 Secretariat and Information and Communications Technology Service (ICTS) spearheaded the development of an electronic tool (e-tool) for Senior High School. This e-tool aims to aid Senior High School (SHS) School Heads create their class programs and determine the number of teachers they need. The orientation of Regional participants was conducted on March 17-18, 2016 at Pasig City. In view of this, this office would like to orient the division offices to validate & appreciate the utilization of the e-tool on April 27-28, 2016, at Dep-Ed-CAR, SNC Hall, Wangal, La Trinidad, Benguet.
2. Participants to this Orientation-Workshop are the following:

a.	Regional Director	1
b.	Assistant Regional Director	1
c.	Chief-CLMD	1
d.	Chief-PPRD	1
f.	Resource Speaker (SED-BHROD and E-tool developer)	3
f.	Regional and Division Senior High School Coordinators	9
g.	Regional and Division Planning Officers	9
h.	Division Information Technology Officers	8
i.	Regional Information Technology Offices	2
j.	Secretariat	2
	Total Participants	37

Telephone Numbers:

Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-30
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-39
Office of the Director III	-309-3013	Non Formal Education Division	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-51
Administrative Division	-422-1804	Secondary Education Division	-309-3014				
		Supply Unit	-422-2198				

3. Food and accommodation shall be charged to regional funds while travel and other incidental expenses of the participants will be charged to local funds subject to the usual accounting and auditing rules and regulations;
4. Bring laptop (with MSEXcel) and extension cord;
5. Bring a sample early registration data, updated school form 7 and draft class program from any proposed Senior High School in your division.
6. For your information and appropriate action.

Enc.: As Stated

Reference: DepEd Memo

OM-GO-2016-GOU