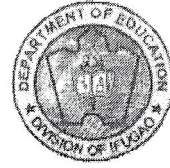





Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE
Lagawe, Ifugao



DIVISION MEMORANDUM:

No. 84, S.2016

TO: Senior High School Secondary School Heads (Public & Private)
This Division

FROM: 
GERALDINE B. GAWI
OIC- Asst. Schools Division Superintendent

SUBJECT: **WORKSHOP ON SENIOR HIGH SCHOOL STAFFING**

DATE: May 4, 2016

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1. There will be a workshop of Senior High School Secondary School Heads on May 10-11, 2016 at 8:30 in the morning at the Division Function Hall , Rooftop.
 2. The workshop aims to aid.Senior High School (SHS) School Heads create their class programs and determine the number of teachers they need using the e-tool.
 3. Participants to this meeting are the Secondary School Heads offering Senior High School in SY 2016-2017
 4. Participants are required to bring their laptops (with MS Excel 2010 or 2013), school form 7 and flash drives during the workshop.
 5. Food and snacks and other incidental expenses related to this activity shall be charged to Division MOOE ,while transportation expenses will be charged to school MOOE subject to the usual accounting and auditing rules.
 6. For your information, guidance and compliance.