



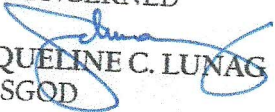
Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OF IFUGAO
 Lagawe



Division MEMORANDUM

No. 129s. 2017

TO: SCHOOL HEADS, ELEMENTARY AND SECONDARY
 PUBLIC AND PRIVATE SCHOOL DISTRICT SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 ALL CONCERNED

FROM: 
 JACQUELINE C. LUNAG
 CES-SGOD

SUBJECT: WORKSHOP ON THE OPENING OF CLASSES FOR PUBLIC AND PRIVATE
 ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL

DATE: May 5, 2017

1. All Public and Private School Heads of Elementary, Junior and Senior High Schools will have a workshop on May 9, 2017 at 9:00 AM at the SDO Ammungan Hall.
2. The following data are required for the workshop:

| | |
|--|---|
| 1. Enrolment as of June 13, 2016 | # of Male and Female |
| 2. No. of Early Enrolment Registrants | # of Male and Female |
| 3. No. of Classrooms | # of Actual and Needs |
| 4. Number of Teachers | # of Actual and Needs |
| 5. School Physical Facilities | Readiness |
| -instructional rooms | |
| -laboratories (science, computer, H.E/TLE) | |
| -school materials/furniture | |
| -ancillary facilities | |
| 6. Dates of conduct /when to conduct | On orientation/1 st teacher Conference |
| | Brigada Eskwela |
| | In-service training of teachers |
| 7. Other basic facilities | Answer survey form |

3. Private and Public Senior schools offering Senior High who got the forms may not attend workshop but submit the monitoring form.
4. Travel expenses, incidental expenses, meals and snack shall be charged to the School MOOE fund subject to usual auditing rules and regulations.
5. Widest dissemination of this memorandum is enjoined.