



Republic of the Philippines
 Department of Education
 Region IV-A (CALABARZON)
DIVISION OF CAVITE
 Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 Public Schools Division Supervisors
 Public Secondary School Heads
 School Heads of Central Elementary Schools
 Private School Administrators Concerned

FROM: **CHERRYLOU D. DE MESA**
 OIC, Schools Division Superintendent

SUBJECT: **MEETING ON THE FINALIZATION OF THE TRACK/STRAND/
 SPECIALIZATION OFFERING FOR SENIOR HIGH SCHOOL (SHS)**

DATE: September 7, 2015

Pursuant to DepEd Order No. 40, s. 2015, Guidelines on the K to 12 Partnerships and DepEd Order No. 41 s. 2015, Senior High School Career Guidance Program and Early Registration, this Office will conduct a Meeting-Workshop on Senior High School (SHS) on September 9, 2015 at 1:00 in the afternoon, Division Library Hub.

The activity aims to:

- a. finalize the SHS implementation plan of the school;
- b. plan out the Career Guidance Program (CGP) for the Grade 10 students; and
- c. provide orientation on the conduct of the early registration.

Participants to this meeting are the Division SHS Team members, PSDSs, Public secondary school heads, school heads of Central Elementary Schools, representative of private schools per municipality and guidance counselors as per plantilla position.

Participants for the meeting are enjoined to bring:

- a. laptop
- b. work immersion report c/o PSDS
- c. list of National Certificate (NC) holders and Master of Arts in Teaching (MAT) with their specializations as of August 30
- d. notarized certificate of the final track/strand/specialization to be offered (refer to attached format)
- e. curriculum content (with the core, applied and specialized subjects) and class program for SHS (with time, subject, and teacher)
- f. available slots for each course offering
- g. the number of Grade 10 students including those in the Open High School Program (OHSP) and Alternative Learning System (ALS) categorized by chosen SHS strand.

In connection with the SHS-CGP, the public secondary guidance counselors will have a walkthrough on the modules on September 11, 2015 from 8:00 am to 5:00 pm at the Gov. Ferrer Memorial National High School (Main).

Travel expenses for this activity shall be charged against local funds subject to usual accounting/auditing procedures.

Immediate dissemination of this Memorandum to all concerned is earnestly desired.



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C E R T I F I C A T I O N

_____(DATE)_____

This certifies that (NAME OF SCHOOL) at (SCHOOL ADDRESS) will offer Senior High School Program for SY 2016-2017, with the following curricular tracks/ strands/specialization:

Track: **Academic**

Strand: _____

Track: **Tech-Voc**

Strand: _____

Specialization: _____

Track: **Sports**

Track: **Arts & Design**

Strand: _____

Certified by:

(SIGNATURE OVER PRINTED NAME)

Principal

Witness:

(SIGNATURE OVER PRINTED NAME)

Public Schools Division Supervisor