



Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur

May 5, 2016

MEMORANDUM # 96

TO : Asst. Schools Division Superintendents
Chief Education Program Supervisors
Public Schools District Supervisors (Secondary)
Secondary School Heads
All Others Concerned

FROM : 
ARNULFO M. BALANE, CESO V
Schools Division Superintendent

Subject: Regular Monitoring Conference on Senior High School Preparations

Date : May 2, 2016

1. The regular monitoring conference on the preparations for Senior High School implementation shall be held on **May 6, 2016** at the Naga Regent Hotel, Naga City.
2. The agenda are the following:
 1. Status Report on Senior High School preparations
 2. Updates on Senior High School
 3. Hiring of Junior High School and Senior High School teachers and other Non-Teaching Personnel
 4. Specific School Preparations
 5. Other Matters
3. The participants to this conference are the Schools Division Superintendent, Asst. Schools Division Superintendents, 206 Secondary School Heads, 2 CID and SGOD Chiefs, 1 Division Senior High School Coordinator, 11 Public Schools District Supervisors (Secondary), 1 Engineer III, Division OIC-Accountant, 1 Cashier, and 2 resource staff.
4. The secondary school heads should bring report on **initial enrolment by track and by strand covering May 2-5, 2016, no. of Grade 10 students who intend to enrol in private schools, SUCs, LUCs and TVI within and outside the region based on early registration as of April 28, 2016, teacher need analysis in the junior high school** and other pertinent data on senior high school.
5. Expenses relative to this conference including the registration fee of Four Hundred Pesos (P400.00) shall be charged each participant chargeable against school/division MOOE subject to the usual accounting and auditing rules and regulations.
6. 100% attendance is expected.
7. Immediate dissemination of this Memorandum is desired.