



**DIVISION OF CAMARINES SUR**  
**Curriculum Implementation Division**  
*Freedom Sports Complex, San Jose, Pili, Camarines Sur*

February 8, 2016

**DIVISION MEMORANDUM**

No. 35 s. 2016

**URGENT WORKSHOP on PROCUREMENT OF SENIOR HIGH SCHOOL EQUIPMENT AND TOOLS**

**To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Heads, Public Secondary Schools**

1. In connection with the procurement of equipment for the Senior High School implementation to be conducted by the regional office, this division shall conduct a workshop on February 10, 2016 at Naga Regent Hotel.
2. Expected participants to this workshop are the Secondary School Heads and School Level Senior High School Coordinator.
3. The participants are advised to bring data on:
  - a. actual Grade 11 registrants with their specialization and the preferred school (First Preference) of the students following the categorization found in Annex A;
  - b. inventory report of existing serviceable standard equipment and tools that can be used for the Senior High School classes;
  - c. monetary and in-kind equipment/tools pledged by stakeholders;
  - d. all other data related to Senior High School program.
4. Submission of the above-mentioned data is **REQUIRED** by the regional office. Otherwise, your school might not be allocated budget for procurement of needed tools and equipment.
5. Participants are advised to bring laptop during the activity.
6. Each participant shall be charged a registration fee of **THREE HUNDRED SEVENTY FIVE PESOS ONLY (Php 375.00)**.
7. The registration fee, travel and incidental expenses of participants relative to this activity shall be charged to local fund or other source subject to availability and usual accounting and auditing rules and regulations.
8. Preferential attention to this matter is highly enjoined. Attendance is compulsory.

  
**ARNULFO M. BALANE, CESO V**  
*Schools Division Superintendent*