



Republic of the Philippines
Department of Education
REGION IV-A (CALABARZON)
Gate 2, Karangalan Drive,
Cainta, Rizal



MEMORANDUM

TO: ALL SCHOOLS SUPERINTENDENTS
ALL SHS REGIONAL AND DIVISION LEVEL
IMPLEMENTING TEAMS

FROM: 
DIOSDADO M. SAN ANTONIO
Director III
OIC, Office of the Regional Director

SUBJECT: SENIOR HIGH SCHOOL PREPARATIONS

DATE: January 27, 2014

Attached is the Unnumbered Memorandum of Usec RIZALINO D. RIVERA dated January 16, 2014, for your information and guidance.

Attention is invited to paragraphs 2, 3, 4 and 5 reiterating that there must be NO direct submission from any division to the Central Office. Please follow table formats as shown in the template and do not deviate from any of the formats for easy consolidation.

All divisions are directed to visit this link: <http://www.tinyurl.com/SHSPreparations2014> and download all files. These files are needed for the expected output from every division and email the same to deped_ro4a@yahoo.com not later than February 6, 2014.

For any questions/clarifications, please contact the CLMD at (02)647-49-14.

For compliance

/rpu01

Received: Joseph
1/27/14
4412



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

TO: UNDERSECRETARIES
ASSISTANT SECRETARIES
ALL REGIONAL DIRECTORS

Cc: ALL SCHOOLS DIVISION SUPERINTENDENTS ✓
ALL SENIOR HIGH SCHOOL REGIONAL AND DIVISION LEVEL
IMPLEMENTATION TEAMS ✓
PLANNING AND PROGRAMMING DIVISION ✓

SUBJECT: Senior High School (SHS) Preparations and the 3-Day Special
Management Committee (MANCOM) Meeting on February 17-
19, 2014

DATE: January 16, 2014

In the latter half of 2013, regions and divisions started preparations for SHS implementation in School Year (SY) 2016-2017. To start consolidating and validating these plans, there will be a **Special MANCOM Meeting for SHS preparations on February 17-19, 2014 in Baguio Teachers Camp**. The SHS Curriculum will be explained in detail. Regional Directors shall also present their plans to the Executive Committee members in the form of a **panel presentation**.

To prepare for this Special MANCOM Meeting on SHS, regions must:

1. Gather plans prepared by the divisions. ✓
2. Consolidate the plans of all divisions and amend as needed. This must be a highly consultative and action-oriented process. ✓
3. If more preparations are needed, it is recommended that regions provide technical assistance to specific divisions to help improve plans and ensure responsiveness to local needs. ✓

All regions are directed to visit this link:

<http://www.tinyurl.com/SHSPreparations2014> and download all files. These files are needed for the expected output from every region:

DATA & REPORTS

1. **MS Excel Template** – data each region must collect from all respective divisions, consolidate (from the Division Offices), and submit via email to (rivalino.rivera@deped.gov.ph) on **February 14, 2014 at 10:00AM**. All



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY FOR REGIONAL OPERATIONS

MEMORANDUM

submissions must be consolidated by the region and sent in MS Excel(.xls) format. There must be NO direct submissions from any division. Please follow table formats as shown in the template. Other specifics on submissions are as follows:

Filename: SHS_[Region].xls
Ex.: SHS_CAR.xls
Email Subject: [SHS] Region _ Plans
Ex.: [SHS] CAR Plans

SECTION 1: EXTERNAL ASSESSMENT - GENERAL INFORMATION

The "External Assessment" tab shall contain a summary of efforts undertaken and information gathered by each division and region. This aims to provide a look at the external environment SHS will operate in and ensure that all relevant stakeholders have been consulted and partnership creation has started.

SECTION 2: INTERNAL ASSESSMENT - GENERAL INFORMATION

The "Internal Assessment" tab shall contain a summary of efforts that complement the data found in the SHS Projections tool. These include data gathering efforts related but not limited to learner preferences, parent preferences, etc. This tab also requests for a link to the current mapping efforts of the Region through various tools provided (Google Maps and Geocommons)

SECTION 3.1: DATA FOR EXISTING DEPED SCHOOLS (PUBLIC HIGH SCHOOLS) TO OFFER SENIOR HIGH SCHOOL

The "DATA - Existing DepEd Schools" tab shall contain a list of proposed SHS in current schools. These include data on proposed schools, feeder schools (from which schools students come from), offerings, resource requirements, etc.

SECTION 3.2: DATA FOR NON-DEPED PROVIDERS (PRIVATE SCHOOLS, TECH-VOC INSTITUTIONS, HEIs, SUCs, LCUs, etc)

The "DATA - Non DepEd Providers" tab shall contain a list of non-DepEd SHS providers. These include plans discussed with potential SHS providers and their planned capacity.

SECTION 3.3: DATA FOR PROPOSED SCHOOL SITE/S TO BE OPENED BY DEPED



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

The "DATA - Proposed New SHS" tab shall contain a proposed list of new schools to cater to the demand in the Division/Region. These include data on proposed capacity, offerings, resource requirements, etc.

2. MS Powerpoint Template - for the use of the Regional Directors during the Special MANCOM Meeting panel presentations

REFERENCE MATERIALS

3. SHS Projections Tool v.1.8
4. Guide on action steps for Regions and Divisions disseminated in September 2013

For any questions, contact this office at (02) 633-7203. A separate memorandum shall be issued for more details on the Special MANCOM Meeting. For your appropriate action.


RIZALINO D. RIVERA
Undersecretary

RegOps/Kho