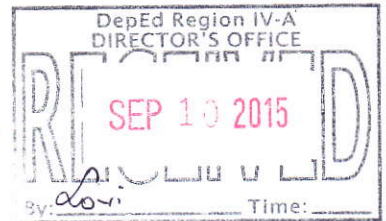




DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS



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URGENT

TO: ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENT
ALL SCHOOLS HEADS

FROM: *[Signature]*
USEC. RIZALINO D. RIVERA
Undersecretary

SUBJECT: DOWNLOADING OF FUNDS FOR CGAP MANUAL
ROLLOUT & SHS EARLY REGISTRATION

DATE: September 9, 2015

*To: SDSs
for your appropriate
action, please -
Rizalino D. Rivera
10 Sept 2015*

As the implementation of Senior High School draws nearer for our Grade 10 learners, the Department will conduct a Senior High School (SHS) Early Registration on the month of October this school year. This aims to give the Department data on the number of students who may enroll for each Senior High School Track in order to make the necessary preparations come the actual enrollment on March 2016. To help the learners choose their track as early as October, the Career Guidance and Advocacy Program (CGAP) team will be providing their homeroom advisers with career guidance manuals to help them reach an informed choice come the SHS Early Registration.

This is to inform the concerned parties of the funds that will be downloaded to all schools division on the week of September 14, 2015 - September 18, 2015 to procure the necessary materials in conducting the CGAP Manual and SHS Early Registration.

The funds to be downloaded are allocated only for the procurement of the following:

Materials/Expenses	Unit Cost	Quantity per student
Brown envelopes	₱ 1.50	1 brown envelope per student
Coloring Materials	₱ 7.50 *	1 box of coloring materials for three (3) students
Manila Paper	₱ 2.50 **	1 manila paper for two (2) students
Manual Worksheets	₱ 0.50	2 worksheets per student
15-page SHS Student Primer	₱ 7.50	1 Primer per student
62-page CGAP Grade 10 Manual	₱ 0.50	1 Manual per 60 students



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Operational Expenses for SHS Early Registration (i.e., printing/ photocopying of infographics, forms, tarpaulins, materials, etc.)	₱ 5.00 ***	
Total Budget per Student	₱ 25 ****	

- * three (3) learners will share one (1) box of coloring materials
- ** two (2) learners will share one (1) manila paper
- *** the cost of the Operational Expenses for SHS Early Registration will depend on the remaining funds after the school division has procured the previous items
- **** the funds used to procure stated materials plus the Operational Expenses should sum up to ₱25 only

RegOps/Buindoc

