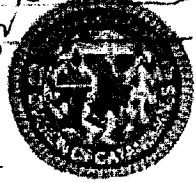




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

RELEASED
DepEd-Division of Catanduanes
REGARDS SECTION
Date MAR 04 2016
Time 8:15 am
8/



DIVISION MEMORANDUM
No. 24. S. 2016

TO : Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

FROM : *Fri: Socorro V. Dela Rosa*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: **DIVISION ORIENTATION ON THE GUIDELINES FOR THE SELECTION OF HONOR PUPILS AND STUDENTS FOR SY 2015-2016**

DATE : March 3, 2016

1. Per Regional Memorandum No. 24, s. 2016, and to ensure effective and efficient conduct of the selection of honor pupils and students for SY 2015-2016, this office shall hold a Division Orientation for the Elementary and Secondary School Heads at the Schools Division Office Conference Hall A on the stated schedule below.

Date	Participants
March 10, 2016 1:00 PM	Elementary School Heads of Zones 1 and 2
March 11, 2016 8:00 AM	Elementary School Heads of Zones 3 and 4
March 11, 2016 1:00 PM	All Secondary School Heads

2. The participants are expected to be at the venue on or before the specified time and date.

3. School Heads are advised to hold a School-Based Orientation on the guidelines, and inform the parents in writing. Likewise, proper documentation is required.

4. Classroom advisers are requested to record the proceedings in writing and submit a duly accomplished attendance sheet and report to the SDO-SGOD on or before March 16, 2016 following the format below.

Name of School		
Grade/Year Level		
Date Conducted		
ORIENTATION ON THE GUIDELINES IN THE SELECTION OF HONOR PUPILS/STUDENTS		
ATTENDANCE SHEET		
Name of Parent/Guardian	Child/Ward	Signature
Name of Parents - _____		
Number of Parents who actually attended _____		
Remarks: _____		

Prepared by: _____		Noted: _____
		School Head

5. The Division shall submit a summary report relative to the conduct of School-Based Orientation on or before March 18, 2016 at the Regional office.
6. Travel expenses of the participants to this Division Orientation shall be charged against local funds subject to the usual accounting and auditing rules and regulation.
7. Immediate and wide dissemination of this Memorandum is desired.