



April 4, 2016

**REGIONAL MEMORANDUM**  
 No. 46, s. 2016

**REGIONAL ORIENTATION-WORKSHOP ON SENIOR HIGH SCHOOL (SHS) STAFFING**

TO: Schools Division Superintendents

1. Relative to the Unnumbered Memorandum from the Office of Usec. Rizalino D. Rivera on Orientation-Workshop on Senior High School (SHS) Staffing and in preparation for the implementation of Senior High School, Grade 11 for S.Y. 2016-2017, this Office through the Curriculum and Learning Management Division and Policy, Planning and Research Division (PPRD) shall conduct the Regional Orientation-Workshop on Senior High School (SHS) Staffing on the following dates at a venue to be announced later.

Date	Batch	Office/Division
May 12-13, 2016	1	Sorsogon, Sorsogon City and Catanduanes
May 14-15, 2016	2	Camarines Norte, Naga City, Iriga City, Ligao City & Legazpi City
May 16-17, 2016	3	Albay and Tabaco City
May 18-19, 2016	4	Camarines Sur
May 20-21, 2016	5	Masbate Province and Masbate City

2. The conduct of the orientation-workshop has the following objectives: a) discuss some issues on DepEd Order No. 3, s. 2016; b) train participants on the use of the electronic tool for SHS staffing; c) utilize the system as a management tool in determining JHS teachers who are underloaded and may still teach SHS subjects (core, applied or specialized); d) come up with the final SHS Grades 11 and 12 class programs/schedules; and e) determine the number of SHS teachers needed per school.

3. The target participants in this activity are listed hereunder.

Batch	Office/Division	No. of Participants					ROV Chief of CLMD & PPRD, SHS Coord., Planning D. & IT
		School		SDO			
		Sch. Head	IT	SHS Coord	SEPS Planning	IT	
1	Sorsogon	51	51	1	1	1	6
	Sorsogon City	17	17	1	1	1	
	Catanduanes	33	33	1	1	1	
2	Camarines Norte	59	59	1	1	1	6
	Naga City	8	8	1	1	1	
	Iriga City	9	9	1	1	1	
	Ligao City	8	8	1	1	1	
	Legazpi City	12	12	1	1	1	
3	Albay	90	90	1	1	1	6
	Tabaco City	7	7	1	1	1	
4	Camarines Sur	197	197	1	1	1	6
5	Masbate Province	109	109	1	1	1	6
	Masbate City	8	8	1	1	1	

4. The concerned school heads are required to draft the School Form 7, School Personnel Assignment List and Basic Profile for S.Y. 2016-2017 and Class Programs for Grade 11 and 12 as part of the pre-work activities needed in the actual workshop.

5. The participants should bring the following during the workshop. a) laptops with MS Excel Version 2010 or higher; b) pocket/dangle/broadband; c) USB/flash drive; c) extension wires; d) bond papers (long size); e) printers ( to print final outputs); and accomplished pre-work outputs.

6. The orientation-workshop is a live-out activity. Travelling and other expenses of the participants relative to this activity are charged against local funds subject to the usual accounting and auditing rules and regulations. Meals, hall rental, accommodation of resource speakers, supplies and materials shall be charged against Regional SBM-Program Support Fund (PSF)/HRTD Fund.

7. Enclosed is the program of activities for your reference.

8. For information, dissemination and compliance.

**RAMON FIEL G. ABCEDE**  
 Regional Director

To be included in the Perpetual Index  
 Under the following subjects:

K to 12  
 SENIOR HIGH SCHOOL  
 SECONDARY

LEARNERS  
 CURRICULUM

TO: **Secondary School Heads Concerned**  
**School ICT Coordinators Concerned**  
**SHS Coordinator**  
**SEPS-Planning**  
**ITO-I**

For information, guidance and compliance.

April 19, 2016

**RELEASED**  
 DepEd-Division of Catanduanes  
**RECORDS SECTION**

Date APR 19 2016  
 Time 11:40 am

**SOCORRO V. DELA ROSA, CESO VI**  
 Schools Division Superintendent

**Enclosure No. 1 to Regional Memorandum No. 46, 2016**

**PROGRAM OF ACTIVITIES  
Regional Orientation-Workshop on Senior High School (SHS) Staffing**

**Batch 1 – May 12-13, 2016**

**Batch 2 - May 14-15, 2016**

**Batch 3 - May 16-17, 2016**

**Batch 4 - May 18-19, 2016**

**Batch 5 - May 20-21, 2016**

DAY 1		DAY 2	
TIME	ACTIVITY	TIME	ACTIVITY
8:00-8:30	Registration	8:00-8:30	Preliminaries
8:30-9:00	Opening Program Rationale & Objectives Orientation on Program of Activities	8:30-9:45	Continuation of E-Tool manipulation
		10:00-12:00	Analysis of Generated Report
9:00-11:00	DepEd Order No. 3, s. 2016 Discussion on Pre-work activities		
11:00-12:00	Open Forum		Open Forum
<b>LUNCH BREAK</b>			
1:00-3:45	Overview of Electronic Tool		Presentation of Class Program Critiquing
	E-Tool Manipulation		
3:45-4:00		<b>COFFEE BREAK</b>	
4:00-5:00	Open Forum		Revision & Submission of SHS Class Program Closing Program

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