



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Rd., Baguio



Division Memorandum 97 s. 2015

TO : Private Secondary School Heads
All Other Concerned

FROM : *Elma G. Leonard*
ELMA D. DONA-AL, Ed.D.
Chief
School Governance and Operation Division (SGOD)

Rachel M. Bugtong
RACHEL M. BUGTONG, Ed.D.
Chief
Curriculum Instructional Division (CID)

APPROVED : *Francis Cesar B. Bringas*
FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent

Subject : Orientation/Seminar on K12 Guideline and Policies for Secondary School Heads
and Grade 10 Advisers

Date : August 14, 2015

1. This is to inform the field that there will be a Division Orientation/Seminar on K12 Policies and Guidelines for Secondary School Heads and Grade 9 and 10 Advisers on September 3 – 4, 2015, at the Division Office Conference Hall. (Please refer to attached training matrix for the schedule)
2. The participants shall be divided into two batches which are as follows:

September 3, 2015 - Public Schools
September 4, 2015 - Private Schools
3. To systematized the management of the training, school heads are requested to identify the Grade 9 and 10 adviser/coordinator participants from your school and inform the SGOD-HRD Unit, Division Office. Text your name, designation and school to 09212307409/09308302158 or email at Jovyhrd@gmail.com.
4. A registration fee of Php 200.00 shall be collected to cover lunch and two snacks.
5. Immediate and wide dissemination of this memorandum is desired.
6. For strict compliance.