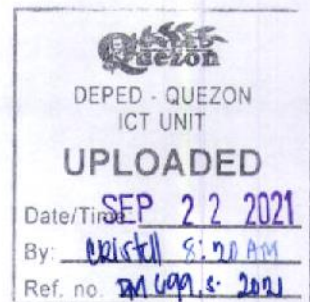




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



September 21, 2021

**DIVISION MEMORANDUM**

DM No. 699, s. 2021

**VIRTUAL TECHNICAL ASSISTANCE ON THE DOCUMENTARY REQUIREMENTS  
FOR SENIOR HIGH SCHOOL PROGRAM IMPLEMENTATION  
AND CONVERSION TO INTEGRATED SCHOOL**

**To:** OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors and Specialists  
Public Schools District Supervisors  
School Heads, Elementary and Secondary  
All Concerned

1. With the desire of the Schools Division Office (SDO) to provide guidance and expedite the processing of the documentary requirements for the implementation of Senior High School program and conversion of existing elementary or secondary schools into integrated schools, this Office, through the **School Governance and Operations Division (SGOD)**, will hold a virtual technical assistance on the above-said concerns on the schedule listed below:

<b>October 27, 2021</b>	<b>1:00-4:00PM</b>	<b>Senior High School Implementation</b>
<b>October 28, 2021</b>	<b>1:00-4:00PM</b>	<b>Conversion to Integrated School</b>

2. Participants to this virtual activity are the School Heads of the secondary schools who are planning to implement Senior High School program and those who want to apply for conversion to integrated school. Participants are requested to register in this link [tinyurl.com/SHS-CONVERSION](https://tinyurl.com/SHS-CONVERSION) not later than **October 15, 2021**.
3. Link for this virtual activity shall be released through the Public Schools District Supervisors who are as well enjoined to disseminate this information.

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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4. For more information, please contact the Division Focal person through numbers **(042) 7840366** local 115 or **0943 1282201**.
5. Immediate and widest dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent

sgodra09/21/2021

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**VIRTUAL TECHNICAL ASSISTANCE ON THE DOCUMENTARY REQUIREMENTS  
FOR SENIOR HIGH SCHOOL IMPLEMENTATION AND  
CONVERSION TO INTEGRATED SCHOOL**

October 27-28, 2021

**PROGRAM OF ACTIVITIES**

**I. PRELIMINARIES**

- Nationalistic Song
- Prayer
- Welcome Remarks
  - Chief Elizabeth M. De Villa
- Message
  - ASDS Gregorio A. Co, Jr.
  - SDS Elias A. Alicaya, Jr.

**II. TECHNICAL ASSISTANCE PROPER**

- Discussion of the following:
  - Legal Basis
  - Documentary Requirements
  - Workflow of Submission

**III. OPEN FORUM**

**IV. CLOSING**

- Closing Prayer

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