



Department of Education  
Region V  
Freedom Sports Complex, San Jose, Pili, Camarines Sur  
DIVISION OF CAMARINES SUR



May 15, 2019

**DIVISION MEMORANDUM**

No. 162s, 2019




**SCHEDULE OF SUBMISSION OF REQUIRED DOCUMENTS IN SENIOR HIGH SCHOOL**

**TO: Secondary Public Schools District Supervisors  
and School Heads of Senior High Schools**

1. To ensure proper implementation of Senior High School Program, all Senior High School implementers shall submit the required documents to the office of the Division Senior High School Coordinator for the current calendar/school year on the following dates, to wit:

TITLE	DATE
Class Program	1 <sup>st</sup> Semester - June 3-July 31
	2 <sup>nd</sup> Semester- Nov 4-30, 2019
Work Immersion Plan	June - August
MOA for Work Immersion	1 month before the schedule
SHS Implementation Plan	May
Report on curriculum exit	June
Request for additional/change of track/strand	September-December
Application for implementation SHS Program in existing JHS and IS	September-December

2. For your guidance and compliance.

  
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

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**SDO Camarines Sur: *Caring, Engaging, Serving with United Heart***