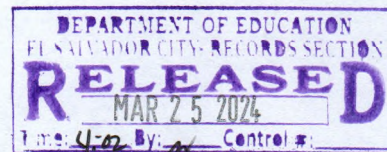




Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



**Office of the Schools Division Superintendent**


**25 March 2024**

DIVISION MEMORANDUM  
No. 135, s. 2024

**SPECIAL MEETING OF SENIOR HIGH SCHOOL HEADS  
FOR TEACHERS NEED ANALYSIS**

To: Senior High School Heads  
KAIS, School Head  
Planning Officer  
Education Program Supervisors  
Chief, Education Supervisors  
All Others Concerned

1. In our ongoing commitment to enhancing the quality of education in our division, this office requests all Senior High School Heads, Kalabaylabay Integrated School Head, planning officer and education program supervisors in Science and TLE to attend a **Special Meeting for Senior High School Heads for Teachers Need Analysis** on **March 26, 2024 at 1:30 pm** at the Schools Division Superintendent Office at Ruby Building, Division of El Salvador City.
2. The participants are advised to bring the following documents: enrolment data for the current year, teachers data including qualifications, teaching assignments and areas of expertise (Form 7); and class programs for all grade levels and tracks.
3. This memorandum shall serve as **Travel Authority**.
4. The participants' travel, and other incidental expenses shall be charged against school MOOE/ local funds subject to the usual accounting and auditing rules and regulations.
5. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. Immediate and wide dissemination of this memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Atch: As Stated  
To be indicated in the Perpetual Index  
under SHS  
CID/ mjac



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