



Republic of the Philippines  
Department of Education  
Region III – Central Luzon  
**DIVISION OF TARLAC PROVINCE**  
San Roque, Tarlac City



Division Memorandum  
No. 87, series 2016

**ORIENTATION-WORKSHOP  
ON SENIOR HIGH SCHOOL (SHS) E-TOOLS**

To: School Heads of Senior High School Implementers

1. An orientation-workshop on the use of Senior High School e-Tools shall be conducted on May 16, 2016 at the Division Office Conference Hall, DepED Tarlac Province, Macabulos Drive, Tarlac City.
2. The objective of the orientation-workshop is to equip the participants with knowledge on the use of the SHS e-tools in plotting class programs and making decisions in terms of teacher needs.
3. Participants to the orientation-workshop are the school heads and the ICT coordinators from the 57 SHS implementing schools.
4. The schedule shall be as follows:  
  
8:00 A.M. to 11:30 A.M. – Clusters I & III  
1:00 P.M. to 5:00 P.M. – Cluster II & IV
5. Participants are advised to bring a laptop computer with CD drive, CD and flash disc, Profile of Teachers, Grades 11 & 12 SHS Class Program per offering per semester and extension wire.
6. Snacks of the participants shall be charged against Division MOOE for Training while travel and other expenses may be charged against School MOOE or other local funds following the usual accounting rules and regulations.
7. Immediate dissemination of this memorandum is desired.

**DR. ESTRELITA SAGMIT CUNANAN**  
Officer-In-Charge  
Schools Division Superintendent