



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
DIVISION OF ESCALANTE CITY

April 10, 2025

DIVISION MEMORANDUM

No. 230, s. 2025



SENIOR HIGH SCHOOL PILOT IMPLEMENTATION CONFERENCE
FOR SCHOOL HEADS AND GUIDANCE DESIGNATES

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public & Private Secondary School Heads
All Others Concerned

1. The Schools Division of Escalante City will conduct a **Senior High School (SHS) Pilot Implementation Conference for School Heads and Guidance Designates** on April 11, 2025, 9:30 a.m. at CID Office, Schools Division of Escalante City.
2. Agenda of the said conference are the following:
 - a. identify schools for pilot implementation;
 - b. implementation plan for SHS Pilot Implementation; and
 - c. requirements, guidelines and processes of the Senior High School Pilot Implementation to ensure its effective execution in the Schools Division of Escalante City.
3. Participants in this activity are all the Secondary Public and recognized Private School Heads and identified Guidance Designates of Private Schools, Escalante NHS, Dian-ay NHS, Mabini NHS, and Floro T. Bongco FS.
4. Enclosed are the forms and Consultation Plan Template for SHS Pilot Implementation.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or any other similar factor/circumstances that ruin the principles of equal opportunity.
6. All expenses incurred in the conduct of the activity shall be chargeable against Division/School MOOE and/or Local Funds or any other available funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this Memorandum is earnestly desired.


PETER J. GALIMBA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Reference: RM No. 209, s. 2025

Enclosure: As stated.

Allotment: 1-2-3-4- 7-8

To be indicated in the Perpetual Index under the following subjects:

CURRICULUM

PROGRAMS

SENIOR HIGH SCHOOL

TAN/ CID April 10, 2025



Escalante City, Negros Occidental, Philippines
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ENCLOSURE NO. 1 to Division Memorandum No. 120 s. 2025

Form 1

REGISTRATION FORM

A. PUBLIC SCHOOLS

No.	Name of School	Principal/Focal Person	Participants	Size Typology	Track Category

*add additional rows if necessary

B. PRIVATE SCHOOLS

No.	Name of School	Principal/Focal Person	Participants	Size Typology	Track Category

*add additional rows if necessary



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ENCLOSURE NO. 2 to Division Memorandum No. 270, s. 2025

Form 2

NON-DISCLOSURE AGREEMENT (NDA)

I, _____ of legal age, Filipino, and with residence address at _____, have accepted the role as a [e.g., participant] for the [activity title] held at [venue] on [complete date].

I understand that everything that I receive and access from the series of activities is the property of the Department of Education and should be treated with utmost confidentiality. Hence, I commit not to copy, reproduce, multiply, photograph, share, and/or disseminate any part of the materials, information, documents, and output. I am obligated to use the materials only within the duration of the activities until their completion.

I understand that if I am found to have violated the conditions set for the service I rendered, I will be held accountable for my actions.

CONFORME:

Signature above Printed Name

E-mail Address: _____

Date: _____

Witnessed by:

NAME OF HEAD OF OFFICE

Position

Office



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ENCLOSURE NO. 3 to Division Memorandum No. 270 s. 2025

Form 3

INFORMED CONSENT FORM

[INSERT TITLE OF ACTIVITY]

Date : [insert date]

Time : [insert time]

Venue : [insert venue]

The Department of Education, through the Curriculum and Teaching Strand, is conducting [insert activity title] to gather feedback and address key concerns on the features of the Strengthened SHS program.

The insights gained from these discussions will directly inform the preparation of related policies and support mechanisms to ensure the program's success and effectiveness.

Participation and Voluntary Consent

- Your participation in this consultation is voluntary, and you may withdraw at any time without any consequences.
- During the consultation, discussions will be recorded, and notes will be taken to accurately capture key insights.
- All shared information will be treated with confidentiality and used solely for the purposes of this consultation.

What to Expect

- The session will involve breakout discussions facilitated by moderators.
- You may be asked to share your experiences, insights, and recommendations on the topics provided.
- Representatives from breakout groups will present a summary of their discussions during a plenary session.

Consent Statement

By signing this form, I acknowledge that:

1. I have been informed about the purpose, procedures, and intended use of the consultation.
2. I understand my participation is voluntary and that I may withdraw at any time.
3. I consent to the recording of discussions for documentation purposes.
4. I agree to maintain the confidentiality of the discussions and adhere to the consultation's ground rules.

Name : _____

Signature : _____

Date : _____



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