



January 23, 2017

DIVISION MEMORANDUM

No. 18, s. 2017

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Private Pre-School, Elementary and Secondary School Heads / ICT Coordinators

1. The Schools Division Office of Kabankalan City will be conducting an Orientation on Private Schools Operations and other related concerns of School Forms on January 31, 2017 at Fortress College,. Inc., Main Compound, Kabankalan City.
2. This orientation will give updates and concerns on private schools' operations in terms of:
 - a. Profile and update status of Operations
 - b. Latest processing sheets and tools in evaluating applications for renewal of government permit and recognition to operate, increase of tuition and other fees and other frontline services for private schools.
 - c. LIS / EBEIS reports and year – end forms.
3. There will be a registration of Php 250.00 to cover expenses on food (2 snacks, 1 lunch) and materials.
4. The participants of this orientation are the following; the PSDSs and Private Schools Pre-school, Elementary, Secondary and SHS School Heads and ICT Coordinators.
5. For immediate dissemination and compliance.


ANTHONY H. LIOBET, CESO VI
Acting Schools Division Superintendent
Office of the Schools Division Superintendent