



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. Gabriel M. Reyes St., Kalibo, Aklan



August 20, 2018

To: Public Schools District Supervisors  
Principals/Head Teacher In-Charge of the District  
School Heads for Public and Private Senior High Schools  
School Heads of SUC and LUC Offering Senior High School

Dear Sirs/Mesdames:

Greetings:

Please be informed that there will be a meeting on August 22 and 23, 2018 at the Arthur S. Juada Hall, Division Office, Kalibo, Aklan, on the following schedule:

Participants	Time
1. School Heads of Public SHS	1:30 P.M. – 5:00 P.M. (August 22)
2. School Heads of Private SHS including STI College-Kalibo, ASU Laboratory SHS and Altavas College	1:30 P.M. – 5:00 P.M. (August 23)

Each participant is advised to bring the school's basic data on SHS such as updated offerings, enrolment, class and teacher's programs, list of all teachers teaching SHS subjects, approved/draft MOA for SY 2018-2019, etc. Also, each participant shall provide his/her own snacks and lunch.]

Expenses incurred relative to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.

For your information, guidance and compliance.

Very truly yours,

  
**Dr. SALVADOR O. OCHOVO, JR., CESO VI**  
Schools Division Superintendent

DIVISION LETTER  
No. 158, s. 2018

SOO/jrn

*"May katawhayan ag kalipayan sa among mga escuelahan."*