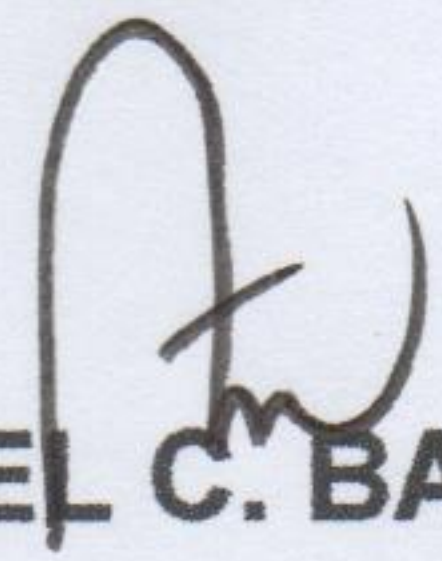


MEMORANDUM

TO : OIC-Office of the Asst. Schools Division Superintendent,
Public School District Supervisors
Elementary & Secondary School Heads, Head Teachers
Elementary & Secondary ICT Coordinators

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **MEETING OF ICT COORDINATORS**

DATE : March 4, 2016

There will be a meeting of all ICT Coordinators/Asst. ICT Coordinators at San Isidro Elementary School on March 8, 2016 from 8:00 AM to 5:00 PM.

Agenda:

1. Website enhancement
2. DCP ticketing system
3. Duties and responsibilities as ICT Coordinator

Please bring with you the following:

1. Laptop
2. Pocket wifi
3. Extension wire

School heads are requested to authorize the attendee from your schools to access the School's Website Account to update data and information.

Kindly bring your laptop, pocket wifi and extension wire. Include also your school data on SBM and BEIS. A registration fee of One Hundred fifty Pesos (Ph150.00) shall be charged each participant to defray expenses for snacks, lunch and other incidental expenses chargeable against school funds subject to usual accounting and auditing rules and procedures.

One hundred percent (100%) attendance of all concerned is enjoined.