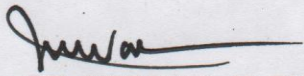


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**UNNUMBERED MEMORANDUM**

**TO :** OIC-Office of the Asst. Division Superintendent,  
Education Program Supervisors, District Supervisor  
Elementary & Secondary School Heads, Head Teachers,  
Elementary & Secondary ICT Coordinators

**FROM :**   
**DR. MERTHEL M. EVARDOME**  
Acting Assistant Schools Division Superintendent  
OIC-Office of the SDS

**SUBJECT :** **Meeting of ICT Coordinators**

**DATE :** February 5, 2015

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There will be a meeting of all ICT Coordinators at the Division Conference Room on February 6, 2015 at 9:00 AM to 5:00 PM.

**Agenda:**

1. Website enhancement
2. Technology implementation survey
3. Other matters

**Please bring with you the following:**

1. Authorized personnel to access the accounts (accomplish the attached Official Email and Website Account Authorization)
2. Laptop
3. Pocket wifi
4. Extension wire

A registration fee of Two Hundred Fifty Pesos (Php250.00) shall be charged each participant to defray expenses for 2 snacks and lunch and other incidental expenses chargeable against school funds subject to usual accounting and auditing rules and procedures.

UM - 71, s. 2015

@PVS.slm2015

School:

### OFFICIAL EMAIL AND WEBSITE ACCOUNT AUTHORIZATION

The following individuals are hereby authorized to access the official school email and website account of this office.

No.	POSITION	LAST NAME	FIRST NAME	MIDDLE NAME	OFFICIAL DEPED EMAIL ACCOUNT	CONTACT NUMBERS (Landline/Cell Phone No.
1	School Principal					
2	ICT Coordinator					
3	School Admin. Coordinator/ Office Staff (BEIS Coordinator or others)					

Authorized by:

\_\_\_\_\_  
Signature over printed name  
(School Head)