



Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. **123** . s, 2015

TO : Division Website Team
Secondary School (Secondary) and
District (Elementary) IT Coordinators

FROM : *Arnulfo M. Balane*
ARNULFO M. BALANE, CESO V
Schools Division Superintendent

SUBJECT : Second Quarterly Conference of the Division Website Team, Secondary and
District IT Coordinators

DATE : August 24, 2015

This is to inform the Division Website team, Secondary School and District (Elementary) IT Coordinators that you are required to attend to the second quarterly meeting for this year on September 4, 2015 at the Conference Hall, Schools Division Office from 8:00AM to 5:00PM.

Participants are also required to bring their own snacks and lunch.

Only Designated ICT Secondary Schools and District (Elementary) ICT Coordinators are required to attend to the said meeting. Those who will send proxy participants must be alternate of the School/District ICT Coordinators only.

All concerned are requested to bring the following;

Laptop, Extension wire,
broadband,
documents for the enhancement of the secondary school and district website.

Agenda of the said Planning conference are;

1. DCP Updates
2. DICP Updates
3. School Website
4. Tutorial on Photoshop (Lesson 3)
5. Other matters

Travel and other incidental expenses of the participants shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.