DIVISION MEMORANDUM
No. __/20__ s. 2012

SEMINAR-WORKSHOP TITLE:

"ICT in EDUCATION: Explore Communication Aid- Through Integrating Technology in Teaching and in Services."

To: Public Schools District Supervisors
    All Public Elementary and Secondary School Heads

1. The Division of Camarines Sur in collaboration with CCDI-Naga will conduct a series of seminar-workshop to be held at Crown Hotel, Naga City from October to November 2012.

2. The seminar-workshop shall start at exactly 8:00 o’clock in the morning of each day until 5:00 o’clock in the afternoon. Participants are therefore strongly advised to be punctual and actively participate until the end of the activity.

3. The orientation aims to;
   a. Provide updated information on the use of online facility in the submission of MOOE liquidation reports
   b. Streaming E-Report Materials (Operate computer and internet to create, disseminate, store, and manage information)
   c. Ensure that submitted data are accurate, validated, authentic and complete;
   d. Submit liquidation reports on time to generate timely reports of all concerned.

4. Participants to this activity are selected elementary and secondary school heads.

5. A registration fee of Three Thousand Two Hundred Pesos (Php. 3,200.00) shall be charged to cover for food, accommodation and other incidental expenses relatively to the conduct of this activity. Registration and travel shall be charged/reimbursed against MOOE/local/school funds and other fund sources subject to the usual accounting and auditing rules and regulations.

6. All participants are required to bring with them the following:
   a. Laptops
   b. Extension wire
   c. Copy of their MOOE liquidation pertinent papers.

7. Enclosed is the schedule of Attendance of School Heads, together with the program of activities.

8. Immediate and widest dissemination of this memorandum is earnestly desired.

JOSE L. DONCILLO
Assistant School Division Superintendent
Officer-In-Charge

September 3, 2012