January 11, 2012

DIVISION MEMORANDUM
No. __7__, s. 2012

ORIENTATION-WORKSHOP ON THE UTILIZATION OF THE DIVISION WEBSITE

To: Division Schools Superintendent
   Assistant Schools Division Superintendents
   Division Section Chiefs
   ACSSSA representative

1. In connection with the launching of the OFFICIAL WEBSITE of the Department of Education, Division of Camarines Sur, this Office informs all concerned to attend to the two-day orientation-workshop on the utilization of this Division’s website on February 6-7, 2012, 8 a.m. to 5 p.m. daily at the Alternative Learning Center (ALS).

2. This *activity* aims to:
   a. orient the division sections and units personnel to utilize the website.
   b. equip the people on the KSA’s of the new division website; and
   c. update the site with technical and hardware and software know-how.

3. Expected participants to this orientation-workshop are the Superintendent and Assistant Superintendents, Division Education Program Specialists (EPS)/Coordinators, ACSSSA representative and Section and Unit Heads to work on the updating and monitoring of their web pages.

4. Participants shall bring their own LAPTOPS, extension wire, mouse, USB storage with preinstalled data like documents, pictures of unit/section, Layout in a single sheet of bond paper, the duties and functions of the respective units/sections as these will be used for the actual hands-on on the actual updating on the pages of the website. (Sharing of laptop and other resources are discouraged).

5. A registration fee of Five Hundred Pesos (P 500.00) shall be charged each participant, charge to division office funds to defray expenses for meals and other related expenses, subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is earnestly desired.

EMMA L. CORNEJO
Schools Division Superintendent

References:
DepEd Order # 109, s. 2010
DepEd Order # 121, s. 2010
DepEd Order # 112, s. 2010
DepEd Order # 46, s. 2011

To be indicated in the Perpetual Index
under the following subjects

DATA  PLANNING  SEMINAR  TECHNOLOGY  WEBSITE