DIVISION MEMORANDUM
NO. 195 s. 2012

CHANGE AND ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 174 S. 2012
“SYSTEM ADVANCEMENT IN RECORDING STUDENT’S ACADEMIC DATA”

To: Asst. Schools Division Superintendents
Education Supervisors and Coordinators
Public School District Supervisors
Public and Private School Principals/Heads
Division Personnel

1. The implementation and hands-on training of the System Advancement in recording Student’s Academic Data was announced through Division Memorandum No. 174, s. 2012. However, it was not materialized due to the series of Regional and Division activities.

2. In this connection, this division announces the following changes and additional information:
   a. The participants to this training shall bring Laptop with functional CD room (internal/external);
   b. This will be a 2-Day live-out training for Principal, ICT Coordinator, a teacher of any subject coming from the same school/station and some other division personnel in-charge of the receiving/releasing documents;
   c. Each participant shall be charged a registration fee of Seven Hundred pesos (Php. 700.00) to cover snacks and lunch for the whole duration of the two-day training;
   d. Two thousand pesos (2000.00) shall be charged to each school/participant who are interested to purchase the 10 in 1 Digital Scholastic Information Management System (Stand Alone CD installer for adviser/subject teacher)

3. The registration fee, travel expenses and cost of the CD installer of the participants in this hands-on training shall be charged to local funds, MOOE, ICT school fund subject to usual accounting and auditing rules and regulations.

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<tr>
<th>Batch No.</th>
<th>Date</th>
<th>Participants</th>
<th>District</th>
<th>Venue</th>
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4. Pre-registration of interested participants are expected to reach the office of Mr. Philip Nebrea, In-Charge Division Office Information Technology (I.T) on or before January 10, 2013.

5. Immediate dissemination of this Memorandum is desired.

GILBERT T. SADSA
Schools Division Superintendent

Reference:
DepED Order No. 24, s. 2010
Division Memo No. 175 s. 2012
Division Memo No. 174 s. 2012 Innovations