



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

Division Memorandum  
No. 405, s 2018

To : Assistant Schools Division Superintendents  
CID and SGOD Chief Education Supervisors  
Division Education Program Supervisors  
Public Schools District Supervisors/ District In-Charge  
Elementary and Secondary School Heads  
District ICT Coordinators

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent  
1/3/18

Subject: **DISTRICT ICT COORDINATORS 2<sup>nd</sup> QUARTER COORDINATION MEETING**

Date: July 5, 2018

1. All District ICT Coordinators are hereby directed to attend the 2<sup>nd</sup> Quarterly Meeting at the GSP Building on July 7, 2018.
2. Prepare on hand the following reports (soft and hard copy):
  - a. DCP/DICP Inventory
  - b. Updated Directory
  - c. District Consolidated ICT Related Accomplishments/ Achievements
  - d. Form 1.4 per District
3. Templates of the Reports are available in the District ICT Coordinators' FB Group.
4. Participants are also advised to bring Laptop, Portable Wifi, Flash Drive, Extension Cord and ID picture (soft copy).
5. Participants are entitled for a one (1) day Service Credit/ CTO.
6. Travelling and other incidental expenses incurred shall be charged against School MOOE/ local funds subject to usual accounting rules and regulations.
7. This serves as Travel Order.
8. For widest dissemination and compliance.

05 JUL 2018