



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas



**DIVISION OF CAPIZ**

Banica ,Roxas City  
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March 8, 2018

DIVISION MEMORANDUM

No. 03, 2018

**ORIENTATION ON THE ELECTRONIC STORAGE OF SCHOOL FORMS**

To : Public Schools District Supervisor  
Public Elementary and Secondary/Integrated School Heads

1. There will be a half-day orientation on the electronic storage of school forms to be held at the Division Office Multipurpose Hall at 8:00 A.M. on March 16, 2018.
2. The participants to this orientation will be the District ICT Coordinators of the public elementary schools and School ICT Coordinators of public secondary schools. Participants are advised to bring laptop, extension cord and pocket wifi.
3. Travel expenses of participants shall be charged against school MOOE funds subject to the usual accounting and auditing rules and regulations.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent