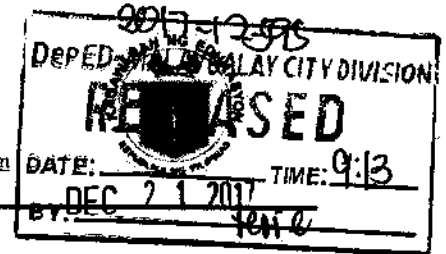




DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY

Sayre Highway P-6, Casisang, Malaybalay City  
Website: [depedmalaybalay.net](http://depedmalaybalay.net) email: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)  
Telefax: 088-314 - 0094



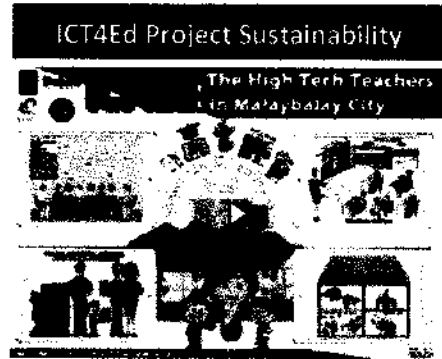
**MEMORANDUM**

**TO: All School Heads (Elem. & Secondary)**

**FROM: EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

**DATE: December 20, 2017**

**SUBJECT: Submission of Final Output for the School ICT Integration M&E Adjustment Plan**



1. Consistent to the recently conducted ICT4Ed Project: School ICT Integration Monitoring and Evaluation Adjustment Planning Seminar-Workshop on December 18 & 19, 2017 at Bukidnon NHS Conference Hall, this Office hereby directs the submission of the following final output:
  - School ICT M&E TOOL June to Dec. 2017 (Template E.1.) (with photocopies of the supporting documents of accomplishments). Instructions are provided at the back of the form provided to the school participant during the seminar.
  - Problem Tree Analysis
  - Objective Tree
  - School ICT Strategic Adjustment Plan (Template E.2.). Instructions are provided at the back of the form provided to the school participant during the seminar.
  
2. Further, the schools are instructed to observe the following requirements:
  - Book Paper (A4 size)
  - Margins: left - 1.5"; right, top, and bottom - 1"
  - Font: Arial, 12; text inside the table Font size is 10
  - Page number - bottom, center
  - cover page - change the label to School ICT Adjustment Plan SY 2017-2018
  - School Heads transmittal
  - Ring bind (black -elementary; blue -secondary)
  - 2 copies (1 for the Division ICT4Ed Project Team and 1 for the School ICT4Ed Project Team)
  - Email soft copy to [jutch123@yahoo.com](mailto:jutch123@yahoo.com). Filename is the name of your school
  
3. Deadline of submission is on or before January 10, 2018 to this Office Attention: Jutchel L. Nayra, DPA, Division ICT4Ed Project Team.

Copy furnished:  
Records Unit  
AO File

TO BE POSTED IN THE DIVISION WEBSITE