



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona Sts., Malaybalay City



DIVISION MEMORANDUM

No. 109 s. 2013

2013-04-26
DepEd-MALAYBALAY CITY Division

RELEASED

Date: 4/29/13 Time: 3:53 PM
By: [Signature]

To : HEADS, PUBLIC ELEMENTARY SCHOOLS
CASISANG ES
SAN JOSE ES
BRGY. 9 ES
SAN MARTIN ES

Thru: PUBLIC SCHOOLS DISTRICT SUPERVISOR

DIVISION SUPPLY OFFICER
PLANNING & INFORMATION UNIT PERSONNEL
This Division

From : 
EDILBERTO L. OPLENARIA
Schools Division Superintendent

Date : April 29, 2013

Re : ROLLOUT ORIENTATION / BRIEFING OF THE RECIPIENT SCHOOLS FOR BATCH 14
E-CLASSROOM PACKAGES FOR ELEMENTARY SCHOOLS

1. Pursuant to DepEd Memorandum No. 12, s. 2013 re: "Implementation and Orientation/Briefing on the DepEd Computerization Program (DCP) for Batch 14 E-Classroom Packages for Public Elementary Schools" dated January 18, 2013. To ensure the proper and prompt deployment of this IT equipment before the actual delivery, the Division Planning Unit will conduct a 1-day orientation/briefing for the rollout. In view hereof, you are hereby directed to attend the rollout orientation / briefing on May 02, 2013 8:00AM at E-CLASSROOM MOES, BRGY. 4, Malaybalay City.
2. The participants to this orientation are the following:
 - School Head
 - School ICT Coordinator
 - School Property Custodian**Total of 3-participants per School**
3. Travel and other incidental expenses of the participants to and from the venue shall be charged to Local Funds or School MOOE while materials shall be charged to DepEd Computerization Program (DCP) Fund subject to the existing accounting and auditing policies, rules and regulations.
4. For strict compliance.