



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

UNM 2020-03-60
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 9:15
BY: _____
MAR 25 2020

MEMORANDUM

TO : Sunny Ray F. Amit, *ASDS*
Louella Christie S. Toylo, *SDS Office*
Atty. Wincerbogne L. Pesisano, *Legal Services*
Paul John P. Arias, *ICT Services*
Pamela L. Astudillo, *BAC Unit*
Rhysa Cyle C. Rosalejos, *Accounting Section*
Sibyl L. Maputi, *Budget Section*
Jutchel L. Nayra, *Admin. Section*
Rufelia J. Limbengco, *Cash Unit*
Guia Ma. G. Villahermosa, *Personnel Unit*
Florabelle R. Porras, *Records Unit*
Darvy C. Daguimol, *Property & Supply Unit*
OSDS

Lorenzo O. Capacio, *Chief ES (SGOD)*
Vincent G. Sanmiguel, *Planning and Research Section*
Novem A. Sescon, *Planning and Research Section*
Edelina M. Eborra, *School M&E Section*
Marsfifth M. Mamawag, *Social, Mobilization and Networking Section*
Woodrow Wilson B. Merida, *HRD Section*
Engr. Leslie T. Fontanilla, *Education Facilities Section*
Dr. Marcusjulita K. Fulgencio, *School Health Section*
Jimdandy S. Lucine, *DRRM*
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Paterno T. Padua, Jr., *Youth Formation SGOD*

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Maria Concepcion S. Reyes
Rachel R. Valde
CID- Instructional Management

Purissima J. Yap
Manuel D. Dinlayan II
Emelyn D. Razo
CID-LR Management

Romil T. Jabonero
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Noel A. Tan Nery
Jesus V. Muring
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FROM:  VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE : March 25, 2020

RE : PARTICIPATION TO THE QMS – INTERNAL QUALITY AUDIT
TRAINING VIA VIDEO CONFERENCING

You are hereby directed to participate the QMS – Internal Quality Audit Training through video conferencing hosted by the AGF Training and Consulting Group on April 7, 2020 (from 9:00AM to 12:00noon and 1:00PM to 5:00PM) and April 8, 2020 (8:00AM to 12:00Noon only).

Considering the restriction of travel to and from the City/Provincial Government of Cebu of which the AGF Training and Consulting Office is located in view of the CoVID-19 effective March 18, 2020, the QMS Consultant requests to deliver some activities online through video conferencing using the facilities like Zoom Cloud Meetings, FB Messenger, Skype, Google Hang-outs and the like to ensure that the project will not be delayed. Relative thereto, this Office considers the request on the conduct of the afore-stated training via video conferencing using "Zoom Cloud Meetings".

Before the scheduled training, the AGF Training and Consulting Group will provide this Office the "Meeting ID" and "Password" which shall then be provided to you by your respective Deputy DRCs like Lucille Cahucom for the SDO participants, Emelyn Razo for the CID participants, and Pamela Astudillo for the OSDS participants.

As such, you are advised to do the following:

- Use Smart Phones or Desktop/Laptop with stable internet connection during the scheduled meeting;
- Install in advance the "Zoom Cloud Meetings Application" at Play Store or App Store in your cellular phone or Desktop/Laptop;
- Open the installed "Zoom App" and then click "Join a Meeting" button;
- Enter "Meeting ID" and your complete name (FN, MI, LN);
- Click "Join Meeting" button;
- Enter the "Password";



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- Enable "Video" to show your face on the screen;
- Proceed with the video conferencing;
- in case you want to interact or ask questions, click the 'Mute' button; and,
- After the end of the video conferencing, click the "Leave" text on the upper right of the screen.

For queries and concerns, please coordinate to your respective DRCs. The DRCs are advised to proceed to Paul John P. Arias, ITO I, on March 25, 2020 -9:00AM in the ICT Office for a short meeting relative to this matter.

Copy furnished:
Records
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TO BE POSTED IN THE DIVISION WEBSITE



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