



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

2020 - 21244

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DIVISION OF MALAYBALAY CITY  
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**DIVISION MEMORANDUM**

No. 464, s. 2020

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
School ICT Coordinators  
This Division**

From: **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

Date: October 19, 2020

Subject: **VIRTUAL ORIENTATION ON FILLING-UP AND SUBMISSION OF  
MODIFIED SCHOOL FORM 4**

1. In line with the goal of the Department of Education to establish accurate, comprehensive and year-round availability of school data, this Office will conduct a virtual orientation on **October 23, 2020 at 1:00 o'clock in the afternoon** through Google Meet platform.

2. Participants of this orientation are the School ICT Coordinators. Further, they are required to follow the procedures in joining the virtual orientation, to wit:

- a. Situate in a location with stable internet connection.
- b. Use active DepEd email account and login thirty (30) minutes before the scheduled activity.
- c. Position yourself in a quiet and well-lit area.
- d. Mute your microphone upon joining the meeting and during the discussion. Only unmute if you are acknowledged to talk.
- e. Participants are requested to check the link in their group chats an hour before the schedule or use this link: [meet.google.com/maz-ajdz-mgo](https://meet.google.com/maz-ajdz-mgo)

3. Queries related to this can be relayed to Novem A. Sescon Planning Officer III through 09064709040 and Vicente G. San Miguel, SEPS-Planning and Research through 09977430320.

Copy Furnished:

Records Unit

TO BE POSTED IN THE WEBSITE



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