



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

DM-2023-12-530
2023-85504
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 04/2024
By: _____

DIVISION MEMORANDUM

No. 530, s. 2023

To: **Public Schools District Supervisors**
Public Elementary and Secondary School Heads
Public Elementary and Secondary School ICT Coordinators
This Division

From: **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent

Date: December 1, 2023

Subject: **Upskilling and Reskilling of Teachers in the Operation of Data Information System in Education and Learning**

1. This Office will conduct **Upskilling and Reskilling of Teachers in the Operation of Data Information System in Education and Learning** on December 8, 2023 at Veranda Party Venue, Casisang, Malaybalay City.
2. Participants to this activity are teachers with ancillary service on ICT or teachers in-charge in LIS and BEIS, including Secondary school registrar.
3. All participants are requested to bring with them their laptop, extension wire, internet connections, and soft copy of the following:
BEIS for CY 2023
LIS-Revised Request Forms for Data Correction (RFs)
Electronic SF7
Modified School Form 4
4. Participants will be provided with Service Credits and/or Compensatory Overtime credits (COC) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No.2, s.2004.
5. Meals, travel and incidental expenses shall be charged to School local/MOOE funds subject to the usual government accounting and auditing policies, rules and regulations.
6. Queries related to this, contact to Novem A. Sescon/Division Planning Officer through 09758366352.



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