



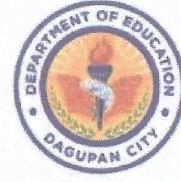
Republic of the Philippines



Region I

**SCHOOLS DIVISION OFFICE**

Dagupan City



**RELEASED**  
DATE: 10/18/17  
BY: [Signature]

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**DIVISION MEMORANDUM**

NO. 240, S. 2017

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

From:   
**LORNA G. BUGAYONG, Ph.D., CESO VI**  
Schools Division Superintendent 

Subject: **ORIENTATION – WORKSHOP ON THE PREPARATION OF ONLINE  
EVALUATION FOR SCHOOL ICT COORDINATORS**

Date: October 18, 2017

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1. In line with the In – Service Trainings (INSETs) that will be conducted by all schools in the division on October 23 – 27, 2017, all school heads are hereby instructed to send their ICT Coordinators for the Orientation – Workshop on the Preparation of Online Evaluation on October 18, 2017, 1 o'clock in the afternoon at the Teachers' Hall.
2. Participants are required to bring laptop, pocket wifi and extension cord for the workshop.
3. For information, guidance and compliance of all concerned.