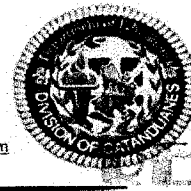




Republic of the Philippines
Department of Education
Region V(Bicol)

DIVISION OF CATANDUANES
Virac, Catanduanes

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October 7, 2015

MEMORANDUM

**TO: School Heads Concerned (Agban NHS, Catanduanes NHS, Antipolo NHS)
Information Technology Officer-I, SDO**

FROM: NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer-In-Charge

SUBJECT: CONFERENCE OF TRAINERS/FACILITATORS (Division Computer Literacy Training/Workshop on Basic Computer Operations, Trends and Innovations for Elementary & Secondary School Heads)

Pursuant to Division Memorandum No. 93, s. 2015, Re: **Division Computer Literacy Training/Workshop on Basic Computer Operations, Trends and Innovations for Elementary & Secondary School Heads**, please advise the following teachers listed below to report at the Schools Division Office on **October 9, 2015(1:00 PM)** for a planning conference and on **October 22-24, 2015** as Trainers/Facilitators on the said training, to wit:

Jennifer B. Metica	-ITO-I (SDO)
Maybelle V. Rubio	-Principal I(Agban NHS)
Efren T. Gurrobat	-Teacher-III(Antipolo NHS)
Maria Cheryll C. Turalde	-Teacher-III(Catanduanes NHS)

All expenses relative to the attendance to this conference and Training/Workshop are chargeable against school MOOE/local funds subject to the usual accounting and auditing rules and regulations. Further, they are also entitled for a one(1) day Service Credit/COC since October 24, 2015 falls on Saturday.

For information, guidance and compliance.