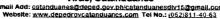


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OF CATANDU Virac, Catanduanes





February 29, 2016

MEMORANDUM

TO:

Public School District Supervisor

Elementary & Secondary School Heads

School ICT Coordinators

FROM: SOCÓRRO V. DELA ROSA, CESO VI

Schools Division Superintendent

Officer-In-Charge

SUBJECT: LOGBOOK FOR THE E-CLASSROOM UTILIZATION & BORROWED ICT PACKAGES

To ensure the maximum and proper utilization of e-classroom including the proper monitoring of borrowed ICT packages in schools, you are hereby advised to use the attached logbook (Enclosure #1- Logbook for the Utilization of E-classroom & Enclosure #2-Logbook for the Borrowed ICT Packages in E-classroom).

For information, guidance and compliance.

LOGBOOK FOR THE UTILIZATION OF E-CLASSROOM

hool:	Date Time Schedule	And the state of t			Average to the state of the sta	THE RESIDENCE OF THE PROPERTY	And the first of t						
	ule Purpose/Activities												
District:	Signature over Printed Name												
	Remarks												

NOTED:

School Head

LOGBOOK FOR THE BORROWED ICT PACKAGES (E-Classroom)

Date & Time			Date & Time
Borrowed	Purpose/Activities	Signature Over Printed Name	Returned

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NOTED:

School ICT Coordinator

School Head