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Republic of the Philippines  
**Department of Education**  
REGION V  
**SCHOOLS DIVISION OF SORSOGON**

**MEMORANDUM**

**TO: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Elementary and Secondary Schools Heads  
District/School ICT Coordinators  
All Others Concerned**

**FROM: JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

**SUBJECT: DIVISION CONFERENCE OF DISTRICT AND CLUSTER ICT COORDINATORS**

**DATE: January 17, 2020**

1. This Office, through the Office of the Schools Division Superintendent – Information Communications Technology (OSDS-ICT) Unit will conduct Division Conference of District ICT Coordinators and Cluster ICT Coordinators on **January 29, 2020**, 1:30 pm at DepEd SDO Conference Hall, Capitol Compound, Sorsogon City.
2. The agenda of the said conference are the following:
  - Distribution of Updated Microsoft Office 365 School Account
  - Planning Workshop for DepEd Computerization Program (DCP) Implementation and Utilization 2020
  - Reorganization of Division/District/Cluster ICT Council
  - Other Matters
3. Participants in this conference are the District ICT Coordinators and Cluster ICT Coordinators. They are expected to bring laptop, pocket wifi and extension wire.
4. Actual cost of transportation and other expenses to be incurred relative to this activity are chargeable against school MOOE subject to the usual accounting and auditing rules and regulations.
5. Widest dissemination of and compliance to this Memorandum are earnestly desired.



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