



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off, Baguio City



DIVISION OF BAGUIO CITY  
NOV 21 2016

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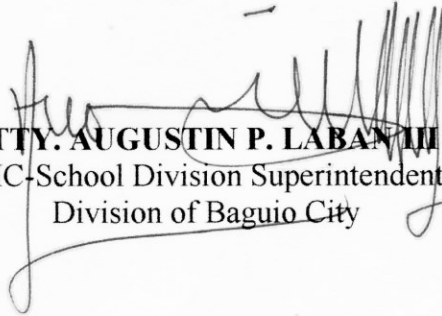
Division Memorandum No. 393, s.2016

To: PSDS-West Baguio Central District  
West Baguio Central District School Heads  
School ICT Coordinators / Asst. School ICT Coordinators  
All others concerned

Subject: Orientation and Coordination meeting

Date November 21, 2016

1. This is to announce to the field that there will be a coordination meeting of all School ICT Coordinators of West Baguio Central District on December 2, 2016 (Friday) at Pacday Quinio Elementary School E-ROOM, 2:00 pm.
2. School ICT Coordinators must bring their Tech Integration Plan, ICT Training proposal, pocket wifi and Laptop.
3. Agenda of the meeting:
  - Organization of ICT Club Officers
  - Scheduling/Monitoring of the schools with computer problems/issues
  - Planning of ICT activities
  - Orientation in making and consolidating the QAME for the INSET and LAC.
  - Other important matters
4. Immediate dissemination of this memorandum is desired.

  
**ATTY. AUGUSTIN P. LABAN III**  
OIC-School Division Superintendent  
Division of Baguio City