



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

Office of the Schools Division Superintendent  
Division Memorandum No. 173 S. 2020

March 26, 2020

**NOTICE OF ONLINE MEETING**

TO: Elementary and Secondary School Heads  
Elementary and Secondary School Teachers  
Education Program Supervisors  
Public Schools District Supervisors  
Concerned Personnel

1. Please be informed that there will be a webinar about online enrollment on March 27, 2020 at 2:00PM via Google Meet conferencing app.

2. Webinar matrix:

Time	Activity
2:00PM-2:15PM	Do's and don'ts during the webinar
2:15PM-2:30PM	Presentation of objectives for the webinar
2:30PM-2:45PM	Brief orientation on the flow of regular enrollment
2:45PM-3:15PM	Identification of required information to be collected from enrollees
3:15PM-4:30PM	Discussion on the technologies to be used for online enrollment
4:30PM-5:00PM	Online enrollment manpower and recording mechanisms

3. Participants to the meeting are:

Name	Designation/Position
1. Marie Carolyn B. Verano	Schools Division Superintendent
2. Soraya T. Faculo	Assistant Schools Division Superintendent
3. Juliet C. Sannad	Chief ES, CID
4. Sharon Christianie R. Castillo	SEPS-SMME
5. Renalyn T. Padsuyan	SEPS-Planning and Research Section
6. Arian Bangse-il	PDO- Youth Formation
7. Brendalee Awingan	PSDS
8. Lourdes Lomas-e	PSDS
9. Lillian Pagulongan	EPS-English
10. Harris G. Dizon, Jr.	Information Technology Officer I
11. Representative from Elementary School	School Head
12. Representative From Secondary School	School Head

4. To join the webinar, download **Hangouts Meet** for Android and for iOS users, download **Hangouts Meet by Google**. For desktop/laptop users, go to **meet.google.com** to access the app.

5. Immediate dissemination and compliance to this memorandum is desired.

**(SGD) MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent