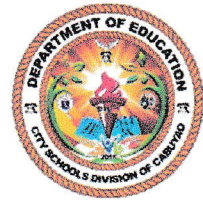





Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC- Assistant Schools Division Superintendent
OIC- Chief, Curriculum Implementation
OIC- Chief, School Governance and Operations Divisions
All Public-School District Supervisor
All Elementary, Junior High School and Senior High School
Principals/School Heads and Officers-In-Charge

FROM : 
DORIS D.J. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT : **OFFICIAL DESIGNATION FOR THE SCHOOL ICT COORDINATORS**

DATE : March 1, 2018

1. For purpose of continuity specifically on the programs and projects related to ICT, school heads are hereby advised to submit recommendation letter for your school ICT Coordinator. This will be the basis for the preparation of the official designation of the recommended ICT coordinator signed by the superintendent.
2. Please submit the hard copy to the Division Office c/o Mr. Chem Jayder M. Cabungcal, Information Technology Officer I, or email the scanned copy signed by the principal/school head and Officer-In-Charge to ictservices.depedcabuyao@deped.gov.ph on or before March 27, 2018. Please take note that the file name should be the name of the school and school ID No.
e.g. mamatides108244.jpeg
3. Immediate dissemination and compliance with this memorandum is desired.