



Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur

TO : All Public Elementary and Secondary School Heads

FROM : (SGD.) ARNULFO M. BALANE, CESO V
Schools Division Superintendent

SUBJECT : Orientation on Information and Communication Technology (ICT) Matters

DATE : June 9, 2015

To be aware on all the Information Technology (IT) implemented in the Schools Division Office of the Division of Camarines Sur aligned to the National issuances on IT matters, this office is inviting everyone to attend for an Orientation on IT Matters on June 23-25, 2015 to be held at Division Conference Hall, from 8:00AM to 5:00PM in the following schedules;

<i>June 23, 2015</i>	<i>- Morning:</i>	<i>8:00 to 12:00</i>	<i>All Secondary School Heads</i>
	<i>Afternoon:</i>	<i>1:00 to 5:00</i>	<i>1st Cong. District</i>
<i>June 24, 2015</i>	<i>-Morning:</i>	<i>8:00 to 12:00</i>	<i>2nd Cong. District</i>
	<i>Afternoon:</i>	<i>1:00 to 5:00</i>	<i>3rd First Cong. District</i>
<i>June 25, 2015</i>	<i>-Morning:</i>	<i>8:00 to 12:00</i>	<i>4th Cong. District</i>
	<i>Afternoon:</i>	<i>1:00 to 5:00</i>	<i>5th First Cong. District</i>

The following are the information that School Heads should provide to the Information Technology (IT) Section in order to be included in the database of E-DTR in the Schools Division Office (SDO) under the Division Information Technology Officer I, Mr. Philip A. Nebrea using ONLINE facility/Internet via depecamsur.com under **MORE tab** and look for **School Head Information Sheet** while, webpage for this purpose is secured with password.

Matters to be discussed are the following;

- > *Attendance and certificate of appearance of School Heads*
- > *How to create bar code*
- > *Picture taking*
- > *NEW Document Tracking System (DOTS)*
- > *Submission of ONLINE reports (Selected reports only)*
- > *Facebook Page of DepEd Camarines Sur*
- > *Designation of School/District IT Coordinator*
- > *Awareness of school websites*

Participants may bring their own laptop during the orientation and are expected to attend to the said orientation and should appear personally while **proxy is not** allowed.

Traveling expenses of the participants from station to the venue and vice versa shall be charged to school funds subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.