



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

29 March 2021

Division Memorandum
No. AS, s. 2021

Technical Assistance Provision through Retooling School-Based Management

To:

CID and SGOD Chief
Public Schools District Supervisors
Identified Public Elementary and Secondary School Heads
All Others Concerned

1. In the effort of the Schools Division of Tabuk City to enhance the human resource ICT skills relevant to School-Based Management, a limited face-to-face clustered Technical Assistance Provision through Retooling SBM on the use of online collaborative platforms will be conducted at Davidson Hotel and Restaurant on April 20-23, 2021.
2. The activity aims to:
 - a. orient identified PSDSs and School Heads on the advantages of using online collaborative platforms in accomplishing tasks; and
 - b. conduct workshops on the creation and use of Google Docs, Sheets, Slides, and Forms in their context of work.
3. Enclosed is the scheduled list of participants.
4. Participants should ensure accessibility of their DepEd email accounts and bring their own laptops during the activity.
5. Meals, snacks, and certificates in the conduct of activity shall be charged against HRTD Fund subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of the memorandum is desired for the information and compliance of all concerned.

IRENE S. ANGWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge

Enc'l: as stated
Sgod/dmd//TAProvisionthruSBMRetooling



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