



Republic of the Philippines
 Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF TUGUEGARAO CITY

September 21, 2021

DIVISION MEMORANDUM

No. 109 s. 2021

OFFICE PRODUCTIVITY RETOOLING WEBINAR FOR NON-TEACHING PERSONNEL OF SDO TUGUEGARAO CITY

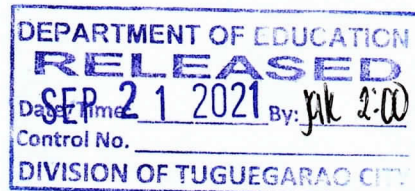
To: Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 All Public Elementary and Secondary School Heads
 All Unit Heads and Non-Teaching Personnel
 All Others Concerned

1. The Schools Division of Tuguegarao City, through the Information Communication Technology Unit (ICTU), shall conduct **Office Productivity Retooling Webinar for Non-Teaching Personnel** on September 22-24, 2021, 8:00 AM to 4:00 PM through this Google meet link <https://meet.google.com/uzw-xmpd-ves>.
2. This three-day retooling webinar aims to enhance the ICT skills of non-teaching personnel of SDO Tuguegarao in utilizing various office productivity applications and software for more effective and efficient delivery of administrative and teaching-related duties.
3. Attached are the retooling webinar's schedule of activities, resource speakers/learning facilitators, and target participants.
4. Immediate dissemination of this memorandum to all concerned is earnestly enjoined.

Note: For queries and information, please contact Jayson Joseph L. Babaran, Information Technology Officer, Division of Tuguegarao City, CP# 09175780428.

for **REYNANTE Z. CALIGUIRAN**
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Encl:
 Reference:
 To be indicated in the Perpetual Index
 Under the following subjects:
 Office Productivity ICT Schools
 /OsdS/jib



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