



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
City of Tagbilaran



August 24, 2016

DIVISION MEMORANDUM
NO. 431, s.2016

ORIENTATION ON SMEA TOOLS AND GUIDELINES

**TO: Elementary and Secondary School Heads
Elementary and Secondary School ICT Coordinators
All Others Concerned**

1. The Division of City Schools-Tagbilaran City will conduct Orientation on SMEA Tools and Guidelines on August 25, 2016 at 1:00pm-3:00pm at the E-Room, Tagbilaran City Central Elementary School.
2. The participants to this activity are Elementary and Secondary School Heads School ICT Coordinators in all public elementary and secondary schools in the Division of City Schools-Tagbilaran City.
3. This Memorandum serves as your **Authority to Travel**.
4. Your attendance is highly expected.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent