

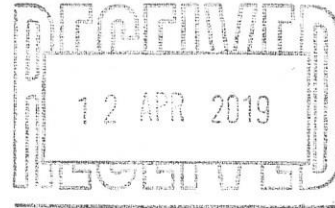
MEMORANDUM

To : Education Program Supervisors
Public Schools District Supervisors/District OICs
Public Elementary and Secondary School Heads

From : **Dr. Bianito A. Dagatan**
Schools Division Superintendent

Subject : **TRAINING OF TRAINERS FOR SCHOOL MANAGEMENT
INFORMATION SYSTEM AND HUBHUMAN-SCHOOL SITE**

Date : April 12, 2019



1. The Information and Communications Technology Unit thru the Division Information Technology Officer (ITO) will have a one (2) days training of trainers on the implementation of School Management Information System and HubHuman-School website to selected schools on **April 15-16, 2019**, ITO Office, 3rd floor Ramos building, Division office.
2. The participants of the training of trainers (TOT) are the following:

PARTICIPANTS	SCHOOL
1. Temujin Abelgas	Pardo NHS
2. Luzminda Cecilia Albor	Pardo NHS
3. Whisky Alda	Mambaling NHS
4. Gemma Candado	Mambaling NHS
5. Mary Ann Limotan	Sirao IS (ES)
6. Karen Bayawa	Sirao IS (HS)
7. Ivy Villareal	Ramon Duterte MNHS
8. Mary Cris b. Quiquiles	Ramon Duterte MNHS
9. Bernard Lirasan	Tisa II ES
10. Maricar E. Palomo	Tisa II ES
11. Ephrain Sortones	Guadalupe ES
12. Ma. Luda B. Dela Peña	Guadalupe ES
13. Eliza Capili	Guadalupe ES
14. Christine Pagatpat	Tisa NHS
15. Reizy Joy H. Baan	Tisa NHS
16. Alfred Bering	Abellana NS
17. Grade 7 Teacher	Abellana NS
18. Grade 7 Teacher	Abellana NS

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3. The participants are tasked to assess, evaluate the system and plan for the implementation of the School Management Information System and HubHuman-school website in their respective schools.
4. All participants to this workshop is required to bring 1 laptop and extension cord.
5. School Heads of the participating school's Training of Trainers (TOT) participants are requested to attend a short conference with the IT Officer on April 16, 2019 at 1 PM (ITO Office) for the implementation of these programs in their school.
6. Teaching personnel who will render services during this activity shall be entitled to service credit equivalent to one (2) days as the total duration of the workshop, upon submission and approval of the required documents.
7. This memorandum shall serve as **travel order**.
8. Immediate dissemination and compliance of all concerned.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent 

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