



Republic of the Philippines  
Department of Education  
REGION VI - Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

JUL 16 2024

OFFICE MEMORANDUM  
NO. 011, S. 2024

COMPREHENSIVE TRAINING PROGRAM ON THE MAINTENANCE OF THE  
SDO SAGAY CITY OFFICIAL WEBSITE

To: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID & SGOD  
Unit Heads  
All Others Concerned

1. As part of our continuous effort to improve the quality and efficiency of our online resources, SDO Sagay ICT Unit will conduct a comprehensive training program on the maintenance of the SDO Sagay City official website. This initiative is aimed at ensuring that our web pages for Resources, Procurement, and Careers are up-to-date, accurate, and monitoring mechanism is integrated. The training will provide the participants with the necessary skills and knowledge to effectively manage and update web content.

2. Participants in this training are the personnel who will be maintaining the website pages of resources, procurement, and careers. Identified sections for the training may send two (2) personnel. Participants should bring their laptops. Below is the training schedule at the Division Conference Room:

**Bids and Awards Committee Secretariat**

Date: August 6, 2024  
Time: 1:00PM – 5:00PM

**Human Resources Section**

Date: August 9, 2024  
Time: 8:00AM – 12:00NN

**Records Section**

Date: August 9, 2024  
Time: 1:00PM – 5:00PM

3. Immediate dissemination of this office memorandum is desired.

  
MARSETTE D. SABBALUCA, CESO VI  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

DEPED SAGAY OFFICIAL WEBSITE

TRAINING

LOCAL SYSTEM

/ictu-jvu-OM-Website-Training-2024



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