



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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