



Division Memorandum  
No. 120, s. 2019

TO: All PSDS/DIC  
All District Planning Officers  
All District ICT Coordinators  
This Division

FROM:  **MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

SUBJECT: **SUBMISSION OF UPDATED SCHOOL PLANNING OFFICERS AND SCHOOL ICT COORDINATORS**

DATE: December 21, 2018

1. This division needs the complete list of School Planning Officers and School ICT Coordinators.
2. All Planning Officers are required to submit an updated list of School Planning Officers and School ICT Coordinators until 1:00 p.m. tomorrow (February 12, 2019).
3. Submit the list in **excel format** following the template below:

| No. | School Planning Officer | ICT Coordinator | School |
|-----|-------------------------|-----------------|--------|
| 1   |                         |                 |        |
| 2   |                         |                 |        |

4. This list will be the basis of participants for the Workshop on the Utilization of Electronic-SAT for PPST-RPMS.
5. Immediate dissemination of this memorandum is desired.

*sgod/hrd/correos*

References: D.O. 14, s. 2017, D.O. 02, s. 2015

To be indicated in the Perpetual Index  
under the following subjects

LEARNING AND DEVELOPMENT  
POLICY

LAC  
SYSTEMS AND FRAMEWORK

