



DIVISION MEMORANDUM

No. 325, s. 2018

To: Public Elementary School ICT Coordinators  
Public Secondary School ICT Coordinators  
Private Elementary & Secondary School ICT Coordinators

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
Schools Division Superintendent

Subject: Orientation-Workshop on the Use of the Offline Encoding Scheme in the E-BEIS For S.Y. 2018-2019

Date: October 22, 2018

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1. The field is hereby informed to attend the One Day Orientation-Workshop on the Use of the Offline Encoding Scheme in the E-BEIS for School Year 2018-2019 on October 26, 2018 at the Learning Resource Room, El Salvador City Central School, Poblacion, El Salvador City;
2. ICT Coordinators are requested to bring the following:
  - 2.1 Laptop
  - 2.2. Extension Wire
  - 2.3. Pocket Wifi or Modem
  - 2.4 Accomplished Government School Profile Template (Excel Format).
3. For information, guidance and strict compliance.