



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
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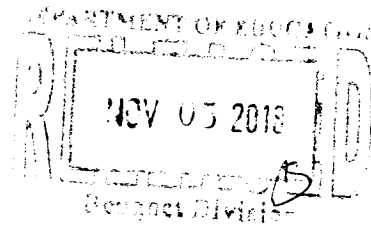


DIVISION MEMORANDUM
No. 269 s. 2018

October 29, 2018

Division Workshop on Auto School Forms and Digitize Opportune Tool for Assessment (DOTA)

To: **Education Program Supervisors**
Public Schools District Supervisors/Coordinating Principals
Secondary School Heads
Teachers



1. Schools Division of Benguet, will conduct Division Workshop on Auto School Forms and Digitized Opportune Tool of Assessment (DOTA) which was the innovation of Tublay School of Home Industries and Benguet National High School. Training scheduled will be on November 14 to 16 at Eco lodge, Magsaysay, Baguio City.
2. The training aim to efficiently and effectively update students' data in different school forms and how to assess learners' performance using e-forms/DOTA.
3. The participants are the secondary grade 7 adviser or mathematics grade 7 teacher who are computer literate. Every secondary school should send one (1) participant.
4. The participants will bring the following:
 - a) Schools Laptop
 - b) Different school forms in an e-copy (Forms 1 to form 10)
 - c) Sample of Assessment
5. Transportation and other incidental expenses of the participants will be charged against local funds (MOOE) subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent