



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BULACAN

---

To : Division Chiefs  
ICTSU Officer  
Concerned School Heads  
ICT Officers of Lolomboy NHS, Balagtas NAHS, & Jose J. Mariano MHS

Subject: Meeting on the Preparation of IT Requirements for the Webinars

Date : May 19, 2020

---

This is to inform all concerned that a meeting on the Preparation of IT Requirements for the Webinars to be conducted by the Division is scheduled on May 20-22, 2020 @ 8:00 AM onwards at the ICTSU Office, SDO - Bulacan.

The participants include the following:

Name	Station	Role
1. Richard Biglete	ICTSU	Webinar Director
2. Kathrine Jane D. Luna	Lolomboy NHS	Technical Director
3. Keith Hernandez	Balagtas NAS	Chat Moderator
4. Lemuel Edsel Cruz	Jose J. Mariano MHS	Technical Support

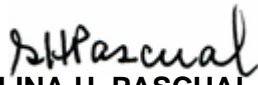
Agenda are as follows:

- a.) Setting up of Webinar Management Team
- b.) Familiarizing Webinar Management Team with the Digital Environment
- c.) Content Creation for Web-Based Learning Video Lecture
- d.) Video Editing of Video Lectures

Please be reminded of the following:

1. Observance of ECQ protocol i.e. wearing of face mask, maintaining social distancing at all times;
2. Bring your travel pass/letter issued by the undersigned to ease entrance in check points;
3. Bring your own provisions for meals and snacks.

Your usual cooperation is earnestly appreciated.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

Division Letter

No. 071, s. 2020



**Address:** Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan

**Website:** <https://bulacandeped.com> **Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)

