



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

TO: Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
District and Secondary School ICT Coordinator  
All others concerned

FROM: **RACHEL R. LLANA PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

DATE: September 1, 2021

SUBJECT: **VIRTUAL ORIENTATION ON THE REGISTRATION OF PNPKI**

- In compliance to Regional Memorandum No 186, s. 2021, the ICT unit shall conduct a virtual orientation meeting on September 2, 2021, 2:00PM through Microsoft Teams Link: **<https://tinyurl.com/pde8encp>**
- Participants of the said online meeting are the officially designated ICT coordinators (no proxy or substitute teacher is allowed). Breakdown of the participants are as follows:
  - District ICT Coordinators 23
  - Secondary School ICT Coordinator 47
- Please use proper naming convention during login for users without office 365 accounts.  
e.g. (Diadi Distric) Juan T. Dela Cruz  
(Paima NHS) Jose F. Reyes
- For information, guidance and compliance.



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