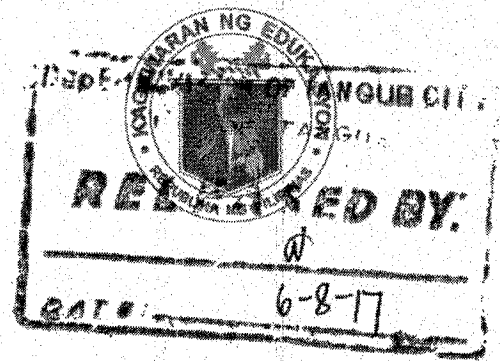




Republic of the Philippines  
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### DIVISION ADVISORY

TO: Curriculum Implementation Division  
School Governance and Operations Division  
SDO Personnel  
This Division

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**  
Schools Division Superintendent

SUBJECT: **ICT Enhancement Training for Non-Teaching Personnel**

DATE: June 8, 2017

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1. To get acquainted with the latest ICT application updates, a Division ICT Training for Non-Teaching personnel will be conducted on June 15-16, 2017 1:00-3:00 PM only.
2. The objectives of the training are the following:
  - a. Learn about G-Suites formerly Google Apps and its uses
  - b. Learn easy way to synchronize and backup data online
  - c. Create online report submission
  - d. Knowledge on how to collaborate and share file online.
3. Immediate dissemination is desired.

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