



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

August 9, 2023

DIVISION MEMORANDUM

OSDS No. 112, s. 2023

SYNCHRONIZED DIVISION-WIDE ONLINE GOOGLE CALENDAR

To: Schools Division Superintendent
Assistant Schools Division Superintendent
All Elementary and Secondary School Heads

1. To ensure all key events and activities in one place, reducing confusion, the Division Office shall adopt a synchronized division-wide online Google Calendar to be subscribed by all division personnel, and schools and learning centers.
2. All personnel are encouraged to subscribe for real-time updates allowing instant notifications about changes. An email shall be sent thru eligible Division Personnel.
3. For transparency, a publicly available calendar will be accessible in our website thru: **depedtacurong.org/calendar**
4. Only DepEd Email account is allowed to subscribe to the CSDT Main Calendar.
5. To provide efficient time management allowing better organization, task prioritization, and productivity these will be the rules to follow upon requesting calendar updates.
 - Single source of encoding thru Records Section.
 - Calendar Admins per Functional Division shall be the focal persons for the activities and events encoded in the Calendar.
 - Mailing List shall bear an option for the posting of an event or activities.
6. To ensure smooth operationalization of this endeavor, a meeting among Calendar Admins, Records Section and ICTU shall be done on August 10, 2023 11:00AM in the Board Room.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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Calendar Admins:

CID: Marfelyn Fulgar/Eljan Diaz
OSDS: Ramilyn Malabor

SGOD: Nomer Buenavente
Admin Office: Ellen Rose Bade
Accounting and Budget: Aljoy Nicolas
Records Section: Jennifer Claire Tayag

7. Immediate dissemination and compliance to this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosure: None
Reference: None
Allotment: None

To be included in the Perpetual Index under the following Subjects:
CALENDAR SYSTEMS

JML/OSDS-ICTU/DM/ SYNCHRONIZED DIVISION-WIDE ONLINE GOOGLE CALENDAR /8/9/2023



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