



DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBOANGA DEL NORTE  
DIPOLONG CITY

**RELEASED**

30 JUN 2017  
DATE: \_\_\_\_\_

NAME/SIGNATURE

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
7100, Dipolog City

DIVISION MEMORANDUM  
NO. 214 s. 2017

TO : **School Heads**  
**ICT Coordinators**  
**Project ENCODES Support Team**  
This Division

FROM : **NATIVIDAD P. BAYUBAY, CESO VI**  
OIC, Schools Division Superintendent

SUBJECT : **District-based Updating and Orientation for Project ENCODES**  
**Software**

DATE : June 28, 2017

With the availability of the updated e-SIMS software for the project ENCODES, the support team members are advised to facilitate the system installation and updating and conduct orientation of the software on the recipient schools in your respective district.

District support team member are advised to determine the venue and schedule for the said activity. The same shall be attended by the school heads and ICT coordinators for proper orientation on the basic operation and troubleshooting.

Travel expenses incurred for the attendance of concerned personnel shall be charged against school MOOE funds.

For information and compliance.