



October 20, 2015

DIVISION MEMORANDUM
No. 715, s. 2015

DIVISION WORKSHOP OF ALL PUBLIC AND PRIVATE SECONDARY SCHOOL ICT COORDINATORS ON SENIOR HIGH SCHOOL (SHS) MAPPING

TO : Assistant Superintendent
Division Supervisors/Coordinators
District Supervisors/OICs
Secondary School Heads
Heads, Private Secondary Schools

1. One of the essential tools in the implementation of the Senior High School (SHS) program is the development of a reliable School Map that will help SHS management to monitor and track down the program.

2. This Office announces the conduct of **DIVISION WORKSHOP OF ALL PUBLIC AND PRIVATE SECONDARY SCHOOL ICT COORDINATORS ON SENIOR HIGH SCHOOL (SHS) MAPPING** on the following schedules, to wit:

Area	Date	Venue
South Cebu	October 23, 2015	Hotel Fortuna, Cebu City
North Cebu	October 24, 2015	Hotel Fortuna, Cebu City

3. Participants to the workshop are the 242 ICT Coordinators, including those coming from the integrated and newly opened schools and 105 ICT In-charge/Teachers from the Private Secondary Schools. All participants must be at the venue before 8: 00 o'clock in the morning.

4. All participants are required to bring the following:

- Laptop computer with extension power cord
- Broadband Stick or Pocket Wifi
- USB Flash Drive
- Municipal/Barangay Map
- Infrastructure Map of the Municipality

5. All participants are advised to familiarize the location of their schools and its coordinates using Google Maps. (maps.google.com)

6. All participants are advised to bring appropriate clothing suited for active and diverse activities of the workshop. All participants are likewise expected to be physically fit.

7. Attendance monitoring shall be strictly observed to ensure that all the outputs are done and submitted at the end of the workshop. Participants for October 24, 2015, Saturday are entitled to apply for Service Credit.
8. A registration fee of **FIVE HUNDRED PESOS (P 500. 00)** shall be collected from each participant to defray expenses for the food, venue rental and other incidental expenses, chargeable against **local SEF/MOOE funds**, and **private school funds** for private school participants, while expenses for the materials of the workshop shall be chargeable against the **Division InSET Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
9. This serves as **TRAVEL AUTHORITY** of the participants.
10. Immediate dissemination of and strict compliance with this Memorandum is directed.

ARBEN D. MONISIT, Ed.D
Schools Division Superintendent



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Department of Education

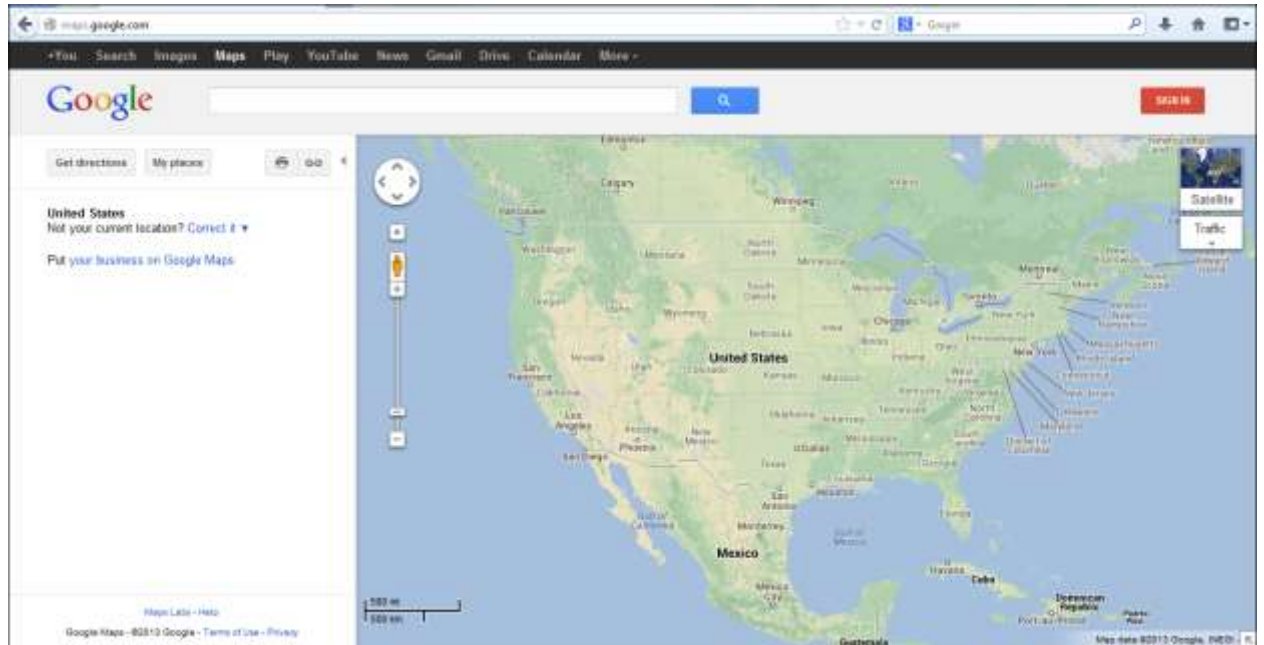
School Mapping

Objective

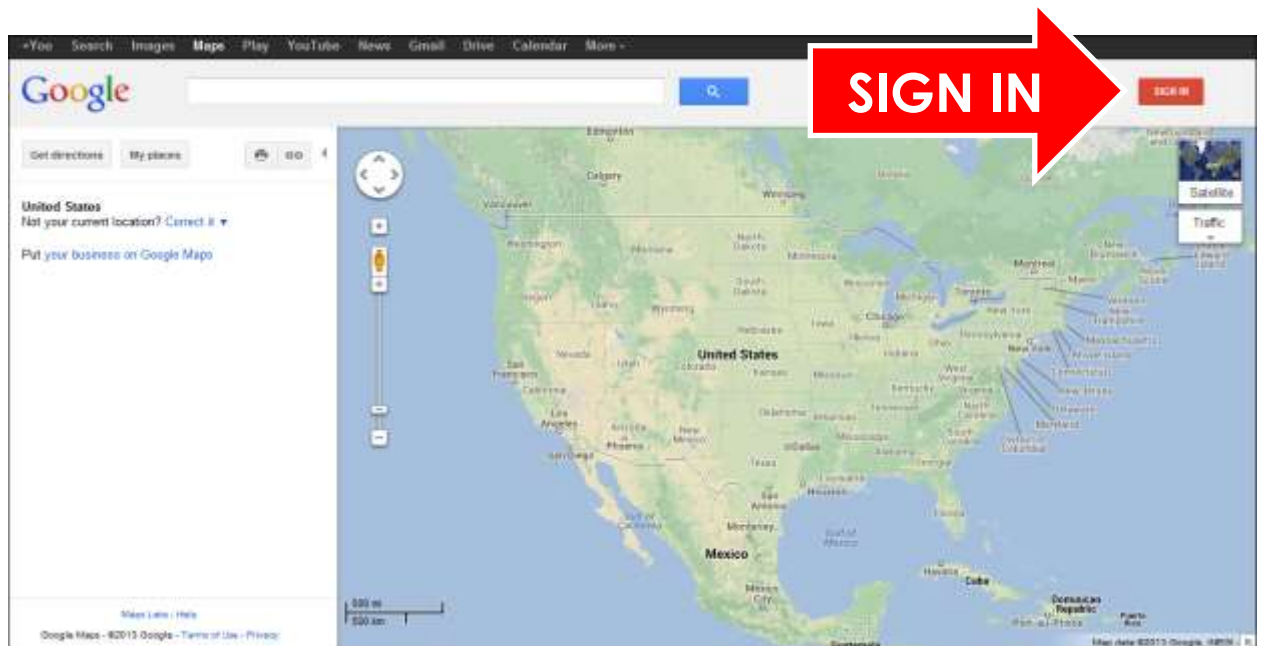
The objective of this activity is to map out all Public and Private schools per division in order to create a map wherein all schools in the Philippines are mapped out.

INSTRUCTIONS

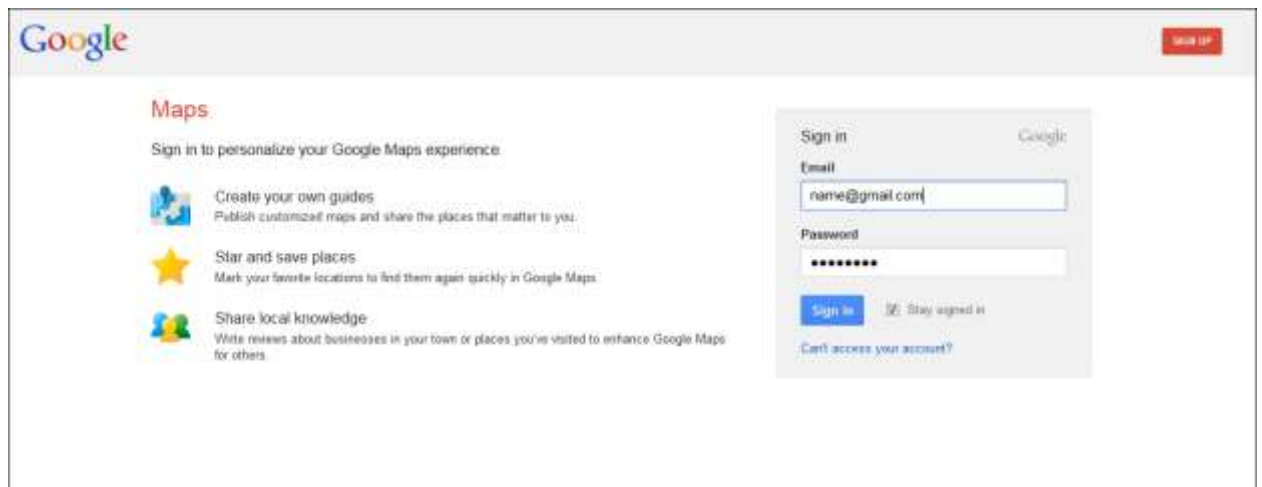
1. Go to <http://maps.google.com/>



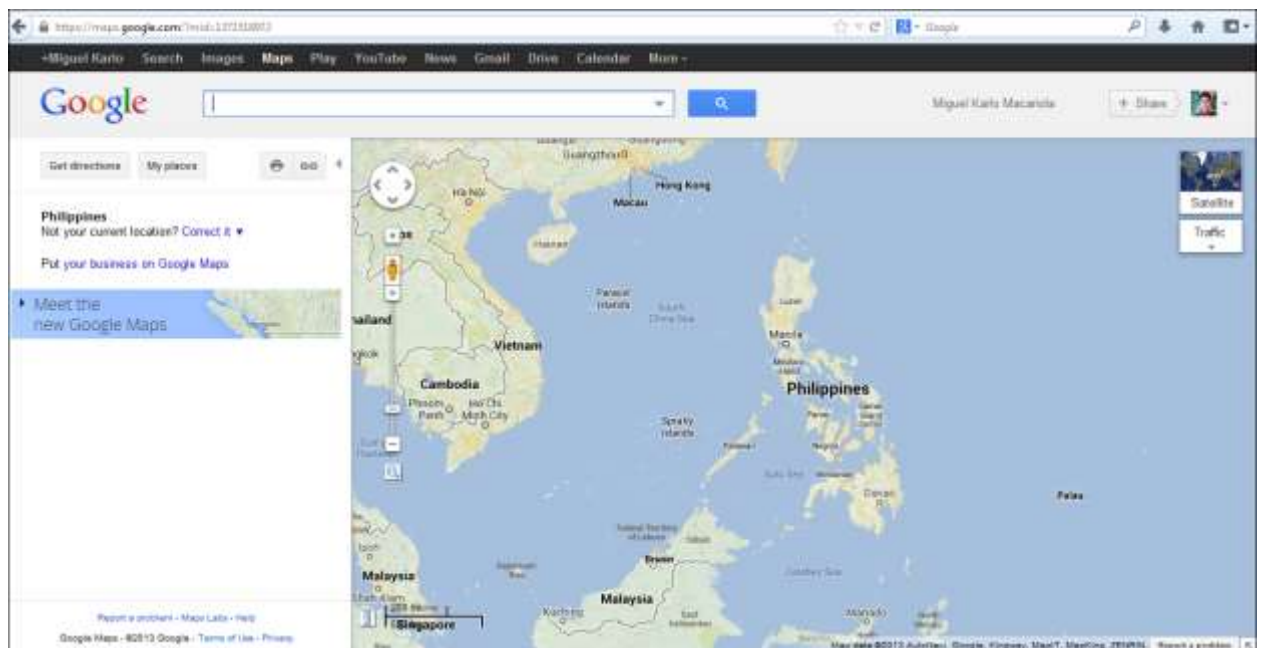
2. Click "Sign In"



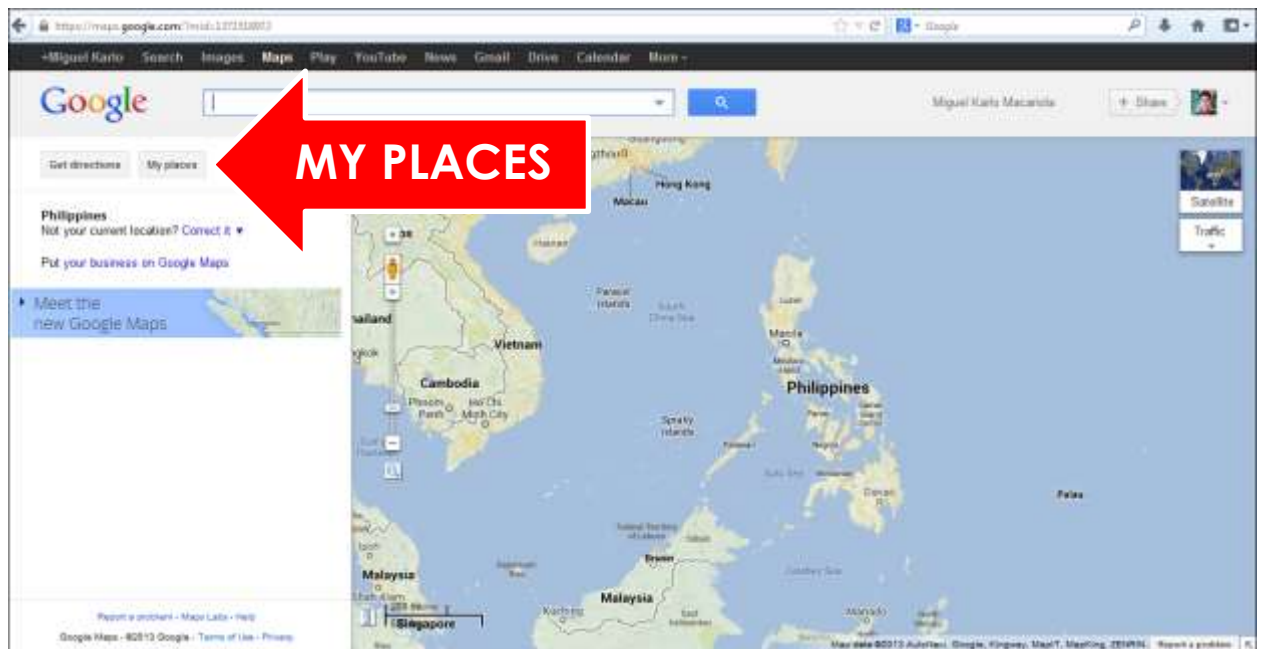
3. Log in with your Google Account



4. Log in Interface



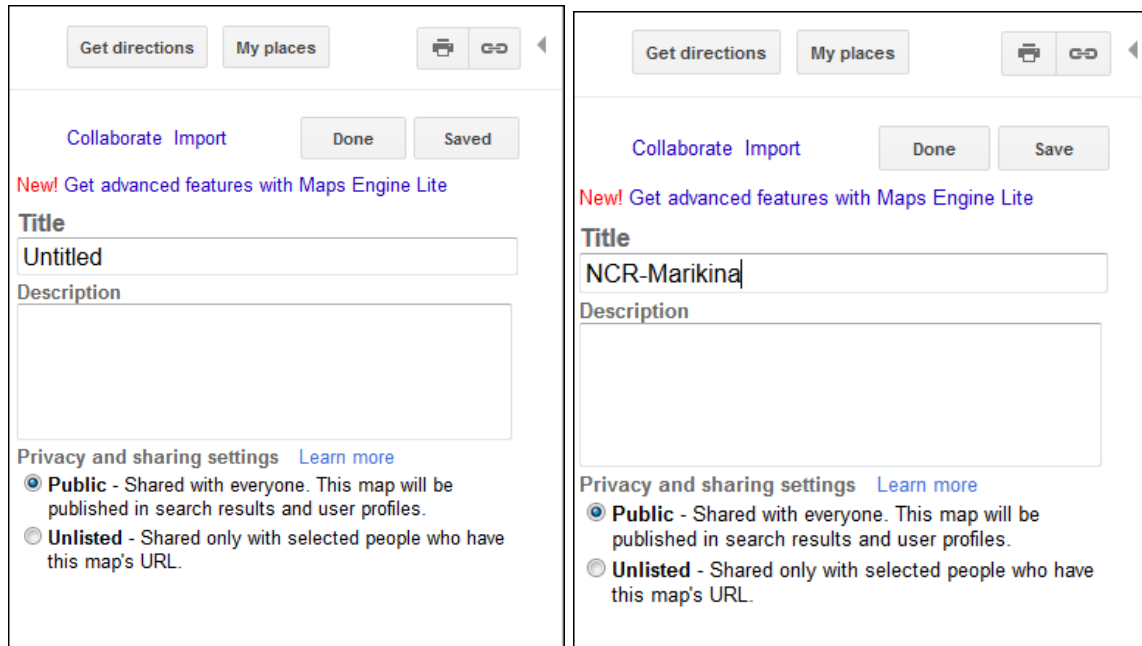
5. Click **"My Places"**



6. Click **"Create Map"**



7. Change title from "**Untitled**" to this format, **<Region>-<Division>**, example, **NCR-Marikina**. Leave the description blank.



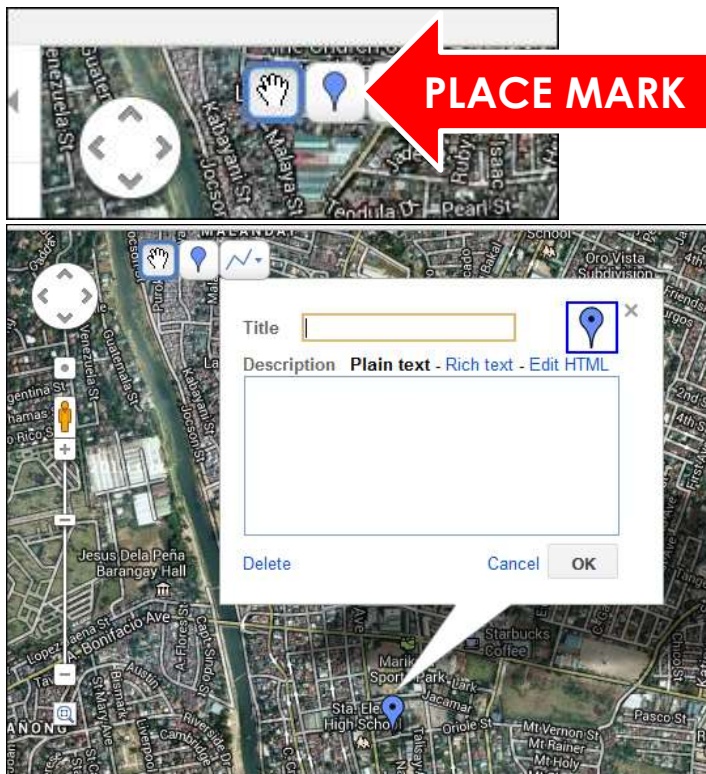
8. Click "**Satellite**" to change the view from the line map to its satellite image.



9. Zoom in to your division/province.



10. Start locating the schools placing **Place marks (blue pin)** for each school in your division.



11. A balloon will pop out, for the Title, use this format, **<School ID>*<School Name>**, for example, **305405*Sta.Elena HS**, then click **"OK"** button. For **INTEGRATED SCHOOLS**, please use this format, **<Elem School ID>*<School Name>*<High School ID>**

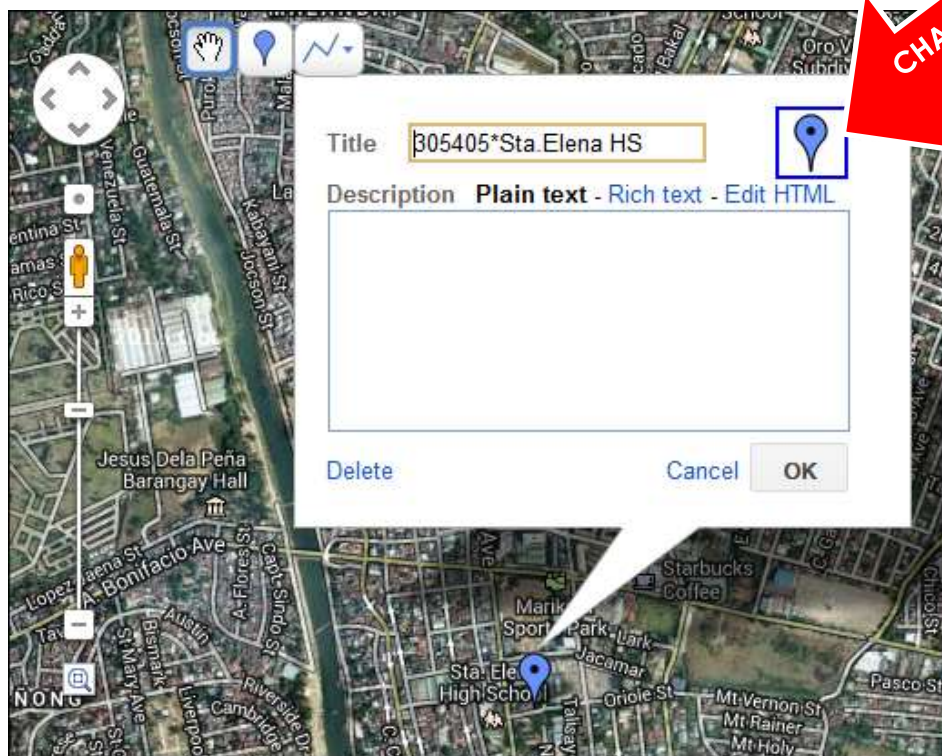
Use a specified color of the Place mark pin for each of the following:

BLUE - Public Secondary Schools

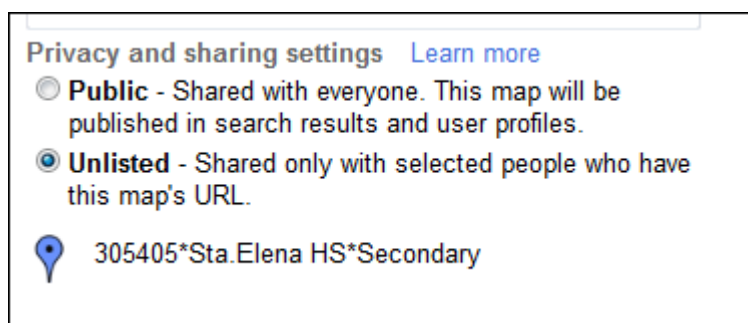
RED - Public Elementary Schools

GREEN – Private Secondary Schools

YELLOW – Private Elementary Schools



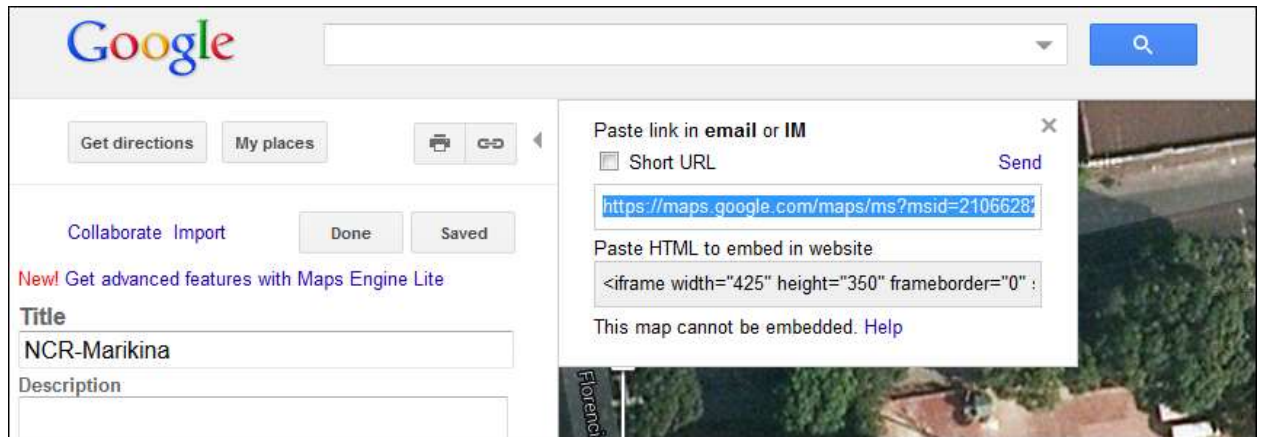
12. After all schools have been pinned, make sure that the **"Privacy and sharing settings"** are set to **"Unlisted"** then click **"Done"**



13. Click on the **link icon** and copy the **highlighted link** of the map.



Link Icon



14. Email the link of the map to **danpaul.mahinay@deped.gov.ph**