


**DIVISION MEMORANDUM**

No. 101, s. 2021

**VIRTUAL ORIENTATION ON DIGITAL SIGNING AND  
SUBMISSION OF DOCUMENTS**

To: Curriculum Implementation Division  
Principals/Head Teachers/TICs  
This Division

1. This Office is implementing alternative work arrangements to minimize the risk of exposure to COVID-19. Online submission of reports and other work related documents are also implemented to support the said work arrangements.
2. In line with this, a virtual orientation on digital signing and submission of documents will be conducted on May 24, 2021 at 9:00 am through this link: <http://bit.ly/DigitalSigning2021>.
3. Participants to the said virtual training are the School Heads of every school.
4. Participants are also requested to download and install in advance the **Telegram** app in your laptop, smartphone or tablets.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

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