



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

*Office of the Schools Division Superintendent*

April 26, 2023

**DIVISION MEMORANDUM**

NO. 0201, s. 2023

**VIRTUAL ORIENTATION OF SCHOOL ICT COORDINATORS ON THE  
SCHOOL PORTAL NAVIGATION OF THE SDO BOHOL  
EMPLOYMENT MANAGEMENT SYSTEM (EMS)**

To: *Assistant Schools Division Superintendent  
Division Chief Supervisors  
Education Program Supervisors/ Coordinators  
Acting/ Public Schools District Supervisors  
Elementary and Secondary Schools Heads  
All Others Concerned*

1. This memorandum serves to inform the field about an upcoming virtual orientation on the School Portal Navigation of the SDO Bohol Employment Management System (EMS). The orientation is aimed at providing guidance and assistance to the secondary and elementary School ICT Coordinators in effectively managing the EMS School Portal. This includes browsing applicants, qualifying them, and submitting the EIR Form A. The purpose of this activity is to ensure that the School ICT Coordinators are equipped with the necessary knowledge and skills to navigate the EMS School Portal efficiently.
2. The said activity will be conducted on April 28, 2023, at 9:00 AM via MS Teams. Registration is required to join and can be done through **<https://tinyurl.com/22aufrc4>**.
3. All secondary and elementary School ICT Coordinators are required to attend the virtual orientation. Please ensure you have a stable internet connection and a device supporting MS Teams.
4. Immediate dissemination of and compliance with this Memorandum is desired.

**EVANGEL M. LUMINARIAS PhD, CESO V**  
Schools Division Superintendent ✱

