



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

October 10, 2016


Division Memorandum

No. 618, s. 2016.

TO : Public Schools District Supervisor/ In- Charge
School Heads/ Statisticians

SUBJECT: **SUBMISSION OF SMEA- DsMEA REPORTS VIA GOOGLE DRIVE**

1. You are hereby directed to submit your SMEA-DsMEA Reports on **October 17, 2016** through uploading your files to your Google Drive.
2. Furthermore, it is expected that the SMEA reports for all schools are already **consolidated** for DsMEA and all should be in Microsoft Excel Format. In saving, create ONE folder named **District Name SMEA-DsMEA** with two different folders inside: one, for SMEA (with all the reports from all the schools in the district) and another, for DsMEA (with all the consolidated reports for the whole district).
3. Follow the attached instructions for uploading your SMEA- DsMEA Folder.
4. For your information and strict immediate compliance.


LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Officer-In-Charge
10/10/16

LTC/rbp/dcfa/rcee

1 OCT 2016






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ON SAVING YOUR SMEA-DsMEA FOLDER

1. Make sure that your SMEA-DsMEA files are saved in only one folder named **DISTRICT NAME_SMEA_DsMEA**. Save the folder in your Drive D.

ON UPLOADING AND SHARING YOUR SMEA-DsMEA FOLDER

1. Open your existing google account or email address @ www.gmail.com.
2. Click the "**Google Apps**" icon  located at the upper right corner of the screen near the notifications icon.
3. There will be twelve (12) choices in different icons. Choose and click "**Drive**" icon represented by a triangle with green, yellow, and blue side colors below the icon "Play".
4. After clicking, you will be redirected to your google drive.
5. Click  below the GOOGLE Drive tab. Choose **Folder Upload** among the given choices under its dropdown arrow.
6. You will be asked to **Browse For Folder**. Click the location of your **SMEA-DsMEA** folder to be uploaded.
7. Then click **OK**. Your file folder will now be uploaded. Wait for the notification that says "**UPLOAD COMPLETE**".
8. Once completed, the folder will now appear at "My Drive". Click the folder to see its contents.
9. Click the drop-down arrow of your **SMEA-DsMEA** Folder tab near My Drive below the Search Drive engine.
10. Click **Get a Shareable Link**.
11. Copy the link given by clicking **Sharing Settings**, then click **Copy Link**. The link will now be copied on clipboard.
12. Click **DONE**. Then go back to your gmail page by clicking again the "**Google Apps**" icon  and choose **GMAIL** below the YouTube icon.
13. Click compose and type negor.mande@gmail.com and press Enter. Write on the "subject" your **DISTRICT NAME_ SMEA-DSMEA Folder**.
14. Place the cursor on the blank panel, **right click** and choose **paste** or automatically press altogether **CTRL + V** keys to paste the link of your shareable folder.
15. Click **Send**.