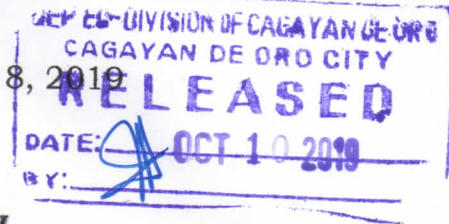**Republic of the Philippines**
Department of Education
Region X
CAGAYAN DE ORO CITY DIVISION
Fr. William F. Masterson, S.J. Avenue,
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines

October 8, 2019

Memorandum To: **JAMES ROBERTO Z. SIJO**
                   Information Technology Officer – I

1. Pursuant to Regional Memorandum No. 572 s. 2019 re: **Participation in the Capacity Building for Information Technology Officers**, you are hereby directed to attend the said training on October 14-18, 2019 at Eurotel North EDSA, Quezon City.

2. Travel expenses shall be charged to DCP Implementation Support Fund, subject to the usual accounting and auditing rules and regulations.

3. For your guidance, information, and compliance.

JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

To be indicated in the perpetual index
under the following subjects:

     ICT   DCP   CAPACITY BUILDING

OSDS/jrs

Republic of the Philippines
Department of Education

AUTHORITY TO TRAVEL

REGION: 10

BUREAU/DIVISION/SCHOOL: CAGAYAN DE ORO CITY

CONTROL NO:

Date of Filing	10/8/2019
NAME	JAMES ROBERTO Z. SIJO
Position/ Designation	IT OFFICER I
Permanent Station	DEPED - DIVISION OFFICE OF CAGAYAN DE ORO CITY
Purpose of Travel	ATTEND CAPACITY BUILDING FOR ITO
Activity Organized/ Sponsored By	DEPED CENTRAL OFFICE
Period Covered *(Inclusive of Travel Time)*	OCTOBER 13-19, 2019
Please Check	☑ Official Business ☐ Official Time
Venue/Destination	EUROTEL NORTH EDSA, QUEZON CITY
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)
Fund Source **(Pap Code/...)**	DCP IMPLEMENTATION SUPPORT FUND

Recommending Approval:

ALICIA E. ANGHAY, Ph.D.
Asst. Schools Division Superintendent
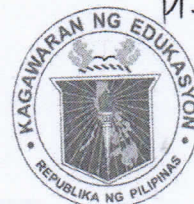_____
Name and Signature

Date: _____

Approved:

JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent
_____
Name and Signature

Date: _____

September 19, 2019

DepED-X
Cagayan de Oro City
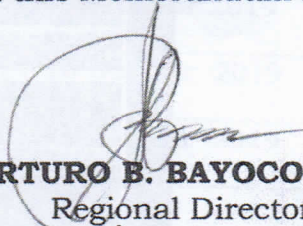
OCT 0 2 2019
RELEASED

REGIONAL MEMORANDUM
No. _____572_____, s. 2019

PARTICIPATION IN THE CAPACITY BUILDING FOR INFORMATION TECHNOLOGY OFFICERS

To: **Schools Division Superintendents**
This Region

1.   The Department of Education (DepEd), through the Information and Communications Technology Service, will hold the **Capacity Building for Information Technology Officers** at **Eurotel North EDSA, Quezon City, on October 14-18, 2019.**

2.   The participants of the meeting/workshop are regional and divisional information technology officers and regional computer maintenance technologists.

3.   For confirmation of participants, please access the link **http://eventregistration.ictstid.ph/**.

4.   Travel expenses of the participants shall be charged to DCP Implementation Support Fund, subject to the usual accounting and auditing rules and regulations.

5.   Immediate and wide dissemination of this Memorandum is desired.

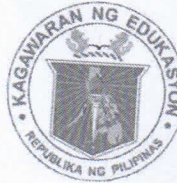**DR. ARTURO B. BAYOCOT, CESO III**
Regional Director

To be indicated in the Perpetual Index
under the following subjects:

ICT   DCP   CAPACITY BUILDING

ICT/mabulay

The LEARNER: The heart of DepEd

Certificate Number: AJA18-0170
ISO 9001:2015

Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 14-0819-0293

MEMORANDUM

12 August 2019

For:

Regional Directors
School Division Superintendents
Regional and Division Information Technology Officers
Regional Computer Maintenance Technologists

Subject: **CONDUCT OF CAPACITY BUILDING**

The Technology Infrastructure Division of the Information and Communications Technology Service (TID-ICTS) will conduct a Capacity Building activity for Regional and Division ITOs and Regional Computer Maintenance Technologist (CMT). The training workshop is organized under DepEd Computerization Program (DCP) with the goal of strengthening the technical capacity of ITOs and CMTs and standardize operation and coordination from Schools to Division, Region and Central Office.
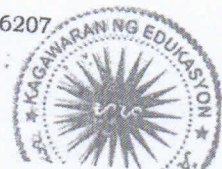
The training workshop will be divided into five (5) Clusters as follows:

Cluster/Region	Schedule	Venue
Cluster 1: CAR, Region I, Region II, and Region III	23-27 September 2019	TBA
Cluster 2: NCR, Region IV-A, Region IV-B and Region V	30 September – 04 October 2019	
Cluster 3: Region VI, Region VII, and Region VIII	07–11 October 2019	
Cluster 4: Region IX, Region X, and Region XI	14-18 October 2019	
Cluster 5: Region XII, CARAGA, and BARMM	21-25 October 2019	

All participants are requested to confirm their attendance and accomplish online registration form at: http://eventregistration.ictstid.ph/ Furthermore, travel expenses shall be charged to DCP-Implementation Support Fund. Attached herewith the Program of Activities for your guidance.

Office of the Undersecretary for Administration
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
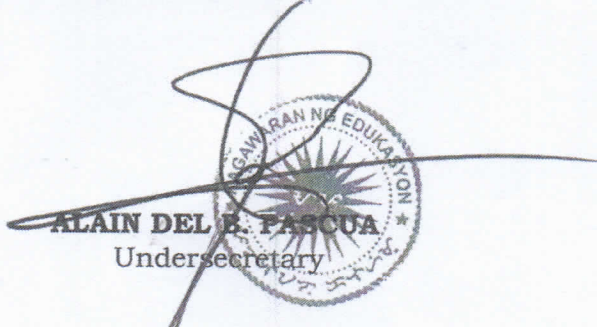Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

For clarifications or more information on these matters, please direct concerns to:

ENGR. OFELIA L. ALGO
Information Technology Officer III
Chief, Technology Infrastructure Division
Phone Nos: 633-23-63 / +63.9088782413
Email: ofelia.algo@deped.gov.ph

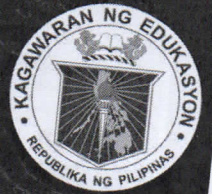For immediate and appropriate action.

Thank you.

ALAIN DEL B. PASCUA
Undersecretary

OUAMEMO14-0819-0293

CAPACITY BUILDING FOR REGIONAL AND DIVISION ITO'S 2019

& 30 2019 - OCTOBER 7 , 14 & 21, 2019 – MONDAY(S)

DAY 01	8:30 AM	REGISTRATION	
	AM - 9:00 AM	OPENING PROGRAM	
	9:01 AM - 12:00 NN	**PLENARY 01**	**MR. EMMANUEL REY R. CAINTIC** Assistant Secretary of Digital Philippines DICT
		TECH4ED	
		FREE WIFI IN PUBLIC PLACES	**MR. FELINO O. CASTRO V** Assistant Secretary of National Broadband Plan and Wi-Fi Internet Access in Public Places DICT
		GOVNET	
	12:00 PM - 1:00 PM	LUNCH BREAK	
	1:00 PM - 2:45 PM	**PLENARY 02**	**MS. MITCHELLE DE GUZMAN** Public Sector, PLDT and SMART
		SG TECHNOLOGY	
	2:45 PM - 3:00 PM	BREAKTIME	
	3:01 PM - 5:00 PM	**PLENARY 03**	**MR. JOHN MARK EMPIG** Public Sector, CISCO
		NETWORK SECURITY AWARENESS	

SEPTEMBER 24, 2019 & OCTOBER 1 ,8 ,15 & 22, 2019 - TUESDAY(S)

DAY 02	8:00 AM - 8:30 AM	REGISTRATION	
	8:31 AM - 12:00 NN	**PLENARY 04**	**MR. CHRISTER CRUZ** NTT Data Philippines
		BLOCK CHAIN	
	12:00 PM - 1:00 PM	LUNCH BREAK	
	1:00 PM - 5:00 PM	**PLENARY 02**	**MR. RANDALL LOZANO** Randenta Technologies, Inc
		DERPS	

SEPTEMBER 25, 2019 & OCTOBER 2, 9, 16 & 23, 2019 - WEDNESDAY(S)

DAY 03	8:00 AM - 8:30 AM	REGISTRATION	
	8:31 AM - 12:00 NN	VMWARE VSPHERE INSTALLATION AND CONFIGURATION • LECTURE AND DEMONSTRATION	**ENGR. ALEX MAUREAL, PECE** University of Science and Technology Southern Philippines (USTP)
	12:00 PM - 1:00 PM	LUNCH BREAK	
	1:00 PM - 5:00 PM	VMWARE VSPHERE INSTALLATION AND CONFIGURATION • DEMONSTRATION AND WORKSHOP	**ENGR. ALEX MAUREAL, PECE** University of Science and Technology Southern Philippines (USTP)

SEPTEMBER 26, 2019 & OCTOBER 3, 10, 17 & 24, 2019 – THURSDAY(S)

DAY 04	8:00 AM - 8:30 AM	REGISTRATION	
	8:31 AM - 12:00 NN	MAXIMIZING THE USE MICROSOFT WINDOWS SERVER 2016 IN OFFICE MANAGEMENT • LECTURE AND DEMONSTRATION	**ENGR. ALEX MAUREAL, PECE** University of Science and Technology Southern Philippines (USTP)
	12:00 PM - 1:00 PM	LUNCH BREAK	
	1:00 PM - 5:00 PM	MAXIMIZING THE USE MICROSOFT WINDOWS SERVER 2016 IN OFFICE MANAGEMENT • DEMONSTRATION AND WORKSHOP	**ENGR. ALEX MAUREAL, PECE** University of Science and Technology Southern Philippines (USTP)

SEPTEMBER 27, 2019 & OCTOBER 4, 11, 18 & 25, 2019 – FRIDAY(S)

DAY 05	8:00 AM - 8:30 AM	REGISTRATION	
	8:31 AM– 12:00 NN	NETWORK INFRASTRUCTURE DESIGN DETAILING ALL INFRASTRUCTURE MATERIAL REQUIREMENTS BY TYPE AND QUANTITY, INCLUDING COST CALCULATIONS • BRING AS BUILD PLAN OF YOUR RESPECTIVE OFFICES • PREPARATION • PRESENTATION AND CRITIQUING	**ENGR. ALEX MAUREAL, PECE** University of Science and Technology Southern Philippines (USTP)
	12:00 PM - 1:00 PM	LUNCH BREAK	
	1:00 PM - 3:00 PM	CONTINUATION: NETWORK INFRASTRUCTURE DESIGN	
	4:00 PM - ONWARDS	CLOSING / DISTRIBUTION OF CERTIFICATES	

Office of the Director

MEMORANDUM

12 September 2019

For: **REGIONAL INFORMATION TECHNOLOGY OFFICERS**
DIVISION INFORMATION TECHNOLOGY OFFICERS
ALL OTHERS CONCERNED

From: **ABRAM Y. C. ABANIL**
Director IV, ICT Service

Subject: **PREPARATION AND PRODUCTION OF DOCUMENTS FOR THE 2019 CAPACITY BUILDING FOR DEPED REGION AND DIVISION INFORMATION TECHNOLOGY OFFICERS**

The Technology Infrastructure Division of the ICT Service (TID-ICTS) encourages all concerned to prepare and bring with them the necessary documentation for the 2019 edition of this program.
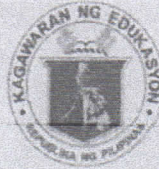
1. Infrastructure Risk Assessment documentation and attachments;
2. Actual / existing office as-built plan;
3. Laptop / personal computer with extension cable / power strip;
4. Storage and Transfer media (USB flash Drive)

This documentation shall be used as basis for the download of budget to your respective offices in relation to the DepEd Resource Planning System (DERPS).

Regarding this, all attendees are hereby directed to bring the abovementioned for this activity.

For clarifications or more information on these matters, please direct concerns to:

ENGR. OFELIA L. ALGO
Information Technology Officer III
Chief, Technology Infrastructure Division
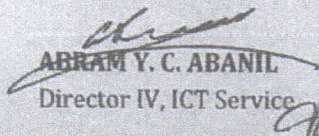Phone Nos: +632.6332363 / +63.9088782413
Email: ofelia.algo@deped.gov.ph

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

Pasig City, Philippines

Office of the Director
MEMORANDUM

For: **Regional Directors**
School Division Superintendents
Regional and Division Information Technology Officers
Regional Computer Maintenance Technologist

From: **ABRAM Y. C. ABANIL**
Director IV, ICT Service

Date: 17 September 2019

Subject: **VENUE AND SCHEDULE ADVISORY**
2019 CAPACITY BUILDING FOR INFORMATION TECHNOLOGY OFFICERS IN REGIONAL AND DIVISION OFFICES

The 2019 Capacity Building for Information Technology Officers in Regional and Division Offices shall be held at the **EUROTEL NORTH EDSA**, located at No. 49 Bulacan St., Bgy. Bungad, Quezon City (in front of SM City North Edsa).

The succeeding table provides the schedule of expected arrival and departure of participants per Cluster;

CLUSTER	ACTIVITY DATE	DATE OF ARRIVAL	FIRST MEAL	DATE OF DEPARTURE	LAST MEAL
Cluster 1 :CAR, Region I, Region II and Region III	Sept. 23-27	*September 22 (Sunday) 2:00 PM onwards*	Dinner	*September 28 (Saturday)*	Breakfast
Cluster 2: NCR, Region IV-A , Region IV- B and Region V	Sept. 30- Oct. 4	*September 29 (Sunday) 2:00 PM onwards*	Dinner	*October 5 (Saturday)*	Breakfast
Cluster 3: Region VI, Region VII and Region VIII	Oct. 7-11	*October 6 (Sunday)*	Dinner	*October 12 (Saturday)*	Breakfast

		2:00 PM onwards			
Cluster 4: Region IX, Region X and Region XI	Oct. 14-18	*October 13 (Sunday) 2:00 PM onwards*	Dinner	*October 19 (Saturday)*	Breakfast
Cluster 5: Region XII, CARAGA and BARMM	Oct. 21-25	*October 20 (Sunday) 2:00 PM onwards*	Dinner	*October 26 (Saturday)*	Breakfast

For clarifications or more information on these matter, please direct concerns to:

ENGR. OFELIA L. ALGO
Information Technology Officer III
Chief, Technology Infrastructure Division
Phone Nos: +632.6332363 / +63.9088782413
Email: ofelia.algo@deped.gov.ph