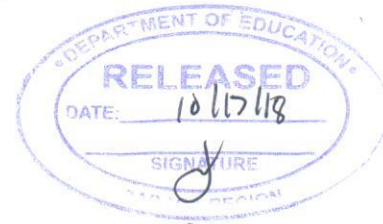




October 17, 2018



REGIONAL MEMORANDUM

No. 590 s. 2018

CAPACITY BUILDING FOR REGIONAL AND DIVISION ITOs, ACCOUNTANTS, AND SUPPLY OFFICERS

To: Schools Division Superintendents
Division Accountants
Division IT Officers
Division Supply Officers
This Region

1. The Information and Communication Technology Service (ICTS) through the Technology Infrastructure Division (TID) will be conducting a **ICT Capacity Building for Cluster 5: Region XII, Caraga, and ARMM on October 22-26, 2018 at Almont Inland Resort, Butuan City**. The participants of this activity include regional and division ITO, Supply Officers and Accounts.
2. The activity includes orientation on Property and Supply Management System including duties, responsibilities and accountabilities. The participants will also be oriented on ICT Infrastructure Design and Procurement.

3. Please be guided on the schedules:

Duration of the Activity		Participants
October 21, 2018	Day 0 - Arrival of Participants (check-in, first meal is dinner)	CO, ITOs, Supply Officers and Accountants
October 22, 2018	Day 1	CO, ITOs, Supply Officers and Accountants
October 23, 2018	Day 2 – 12 NN (check out for Accountants and Supply Officers, last provision is lunch)	CO, ITOs, Supply Officers and Accountants
October 24, 2018	Day 3	CO and ITOs
October 25, 2018	Day 4	CO and ITOs
October 26, 2018	Day 5	CO and ITOs
October 27, 2018	Day 6 – 12 NN (Check out for CO and ITOs, last provision is Lunch)	CO and ITOs

4. Accommodation, Board and Lodging shall be charged to Capacity Building – Computerization Program Fund while travel expenses and incidental expenses are change to local funds, subject to the usual accounting and auditing rules and regulations.
5. Participants are advised to secure their approved Travel Order/Authority before they go to the activity. Kindly open <https://tinyurl.com/cluster5-CapBuild> for the confirmation of attendance.
6. Immediate dissemination of this memorandum is highly enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director



Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

October 13, 2018

The Technology Infrastructure Division of Information and Communications Technology Service announces the venue for the Capacity Building for IT Officers in Regional and Division Offices (Cluster 5: Region XII, CARAGA, and ARMM) will be held in **Almont Inland Resort Butuan City**, dated **October 22-26, 2018**

For queries, please coordinate with **Engr. OFELIA L. ALGO** through CP# 09088782413 or Tel. No. (02) 633-23-63 / 09088782413 and email addresses: ofelia.algo@deped.gov.ph.
Thank you very much.

For confirmation of attendance, please visit:

https://docs.google.com/forms/d/e/1FAIpQLSdEKAujfU3uQEOL_jCJRchSnldqTE1j8s1zXK89Mzg7KDQ/viewform


ABRAM Y. C. ABANIL
Director IV, ICTS 



Republic of the Philippines
Department of Education
INFORMATION COMMUNICATION AND TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

Approved!
10/2

FOR : **ALAIN DEL B. PASCUA**
Undersecretary for Administration

FROM : **ABRAM Y.C. ABANIL**
Director IV
Information and Communication Technology Service

DATE : 1 October 2018

AGENDA : **GENERAL PROGRAM OF ACTIVITY FOR CAPACITY BUILDING
OF IT OFFICERS WITH ONE (1) DAY PARTICIPATION OF
SUPPLY OFFICERS AND ACCOUNTANTS.**

The Technology Infrastructure Division of the Information and Communications Technology Service will conduct capacity building for IT Officers of Regional and Division Offices with a one (1) day participation of Supply Officers and Accountants for the "Orientation on Property and Supply Management System, Including Roles, Duties, and Responsibilities". Facilitators from the DepEd Central Office will include the Technology Infrastructure Division (ICTS-TID) and representatives from Asset Management and Accounting Division's.

ICTS-TID, including the target participants; the IT Officers, will need seven (7) days at the venue, from ingress of day zero to egress on day six (6).

Central Office representatives of Asset Management Division (AMD) and Accounting Division (AD), including the Regional and Division Supply Officers and Accountants will need three (3) days; from ingress on day zero, the one (1) day orientation and then egress on day three (3).

This memorandum is prepared for the guidance of the participants.

For your review and approval.

3/F, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City
Telephone No. : (02)631-9636

