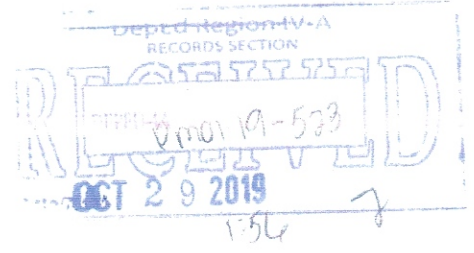




OUA MEMO 14-1019-0430
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OUA MEMO 14-1019-0430
MEMORANDUM
14 October 2019

For: **Regional Directors and BARM Education Minister**
Schools Division Superintendents
Regional IT Officers
National DepEd IT Officers Association

Subject: **4th QUARTER OPERATIONAL MEETING/WORKSHOP ON
ICT/DCP 2019**

The Information and Communications Technology Service (ICTS) will conduct a Seminar-Workshop on ICT/DCP concerns for the 4th Quarter of 2019 with **all Regional Information Technology Officers (RITOs) and National DepEd IT Officers Association (ITO AsPH)** from **19 to 22 November 2019** at **Sunrise View Beach Resort, Purok 2 Barangay Caliclic Babak Samal, Island Garden, City of Samal, Davao del Norte**. Attached are the operational program and list of targeted participants.

ICTS will cover the management of the event including the function room, food, materials, and board and lodging for the attendees. Travel expenses will be charged to local funds, subject to the usual accounting/auditing rules and regulations.

All RITOs and ITO AsPH are required to attend said event. Earliest registration/ check-in at the Resort is on 19 November 2019. First meal to be served is dinner on 19 November 2019 and the last meal will be lunch on 22 November 2019.

In this connection, ITOs (or their representatives) are obliged to send their confirmation of participation to the said event on or before 04 November 2019 by accessing this link: bit.ly/35yFH3O. For any clarifications with regard to the event, please email your concerns at joanna.marasigan@deped.gov.ph.

For appropriate action and immediate dissemination.

ALAIN DEL E. PANGILINAN
Undersecretary



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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4th QUARTER OPERATIONAL MEETING/WORKSHOP ON ICT/DCP 2019
19 to 22 November 2019
 Sunrise View Beach Resort, Purok 2 Barangay Caliclic Babak Samal
 Island Garden, City of Samal, Davao del Norte

OPERATIONAL PROGRAM (as of 14 October 2019)

Day/Time	Activity	Focal Person
19 November 2019, Tuesday (Day 0)		
2:00PM - 5:00PM	Check-in	
5:00PM - 5:30PM	Registration	
5:30PM onwards	Dinner	
6:00PM - 8:00PM	DIV - RITOs Meeting	
20 November 2019, Wednesday (Day 1)		
6:00AM - 8:00AM	Breakfast	
8:00AM - 8:30AM	Registration	
8:30AM - 9:30AM	Opening Prayer and National Anthem	
	Welcome Remarks	Host Region XI
9:00AM-10:00AM	TID Concerns	Engr. Ofelia L. Algo ITO III, Chief, TID
10:00AM - 11:00AM	USD Concerns	Encarnacion T. Escudero ITO III, Chief, USD
11:00AM - 12:00NN	SDD Concerns	Maria Clarisse T. Ligunas ITO II, OIC, SDD
12:00NN - 1:00PM	Lunch	
1:00PM - 6:00PM	ITO AsPH Concerns	Arthur M. Aquino ITO I President, ITO AsPH
6:00PM - 7:00PM	Dinner	
7:00PM - 10:00PM	Socials	
21 November 2019, Thursday (Day 2)		
6:00AM - 8:30AM	Breakfast	
8:30AM - 9:00AM	Recap	Host Region XI
9:00AM-10:00AM	Consultation with RedDot	Engr. Ofelia L. Algo ITO III, Chief, TID
10:00AM-11:00AM	Consultation with CTI	Engr. Ofelia L. Algo ITO III, Chief, TID
11:00AM - 12:00PM	Consultation with Microsoft	Maria Clarisse T. Ligunas ITO II, OIC, SDD
12:00PM-1:00PM	Lunch	
1:00PM - 5:00PM	Benchmarking	
5:00PM onwards	Dinner	
22 November 2019, Friday (Day 3)		
6:00AM- 8:00AM	Breakfast	
9:00AM - 10:30AM	Other Matters / Next Steps	
11:00AM-12:00PM	Check out	
12:00NN onwards	Home Sweet Home	



4th QUARTER OPERATIONAL MEETING/WORKSHOP ON ICT/DCP 2019

19 to 22 November 2019

**Sunrise View Beach Resort, Purok 2 Barangay Caliclic Babak Samal
Island Garden, City of Samal, Davao del Norte**

LIST OF TARGETED PARTICIPANTS

Participants	No. of Pax
Regional IT Officers	17
National DepEd IT Officers Association	17
CTIA	2
ICTS	17
Guests	10
Total	60



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