



January 18, 2019



**REGIONAL MEMORANDUM**  
No. 022, s. 2019

**CAPABILITY BUILDING FOR SCHOOL ICT COORDINATORS FOR EFFECTIVE INTEGRATION OF ICT SKILLS**

**TO: Schools Division Superintendents**  
Division IT Officers  
This Region

1. The Information and Communication Technology Unit (ICTU) will conduct a Capability Building for School ICT Coordinators for Effective Integration of ICT Skills on January 31 – February 1, 2019 at Goat 2 Geder Hotel and Restaurant. Participants for this activity are the Division IT Officers and Schools ICT Coordinators.
2. Specific objectives include:
  - update participants on DepEd emerging technologies;
  - orient participants with the new skills, methodology and technology for an effective integration of ICT in governance and teaching/learning process in schools
  - Provide forum to update everyone on current ICT projects and implementations specifically on DCP implementation.

3. Below are the expected number of participants per division:


	Division	Division ITO	ICT Coordinator
1	Agusan del Norte	1	13
2	Agusan del Sur	1	25
3	Bayugan City	1	6
4	Bislig City	1	6
5	Butuan City	1	9
6	Cabadbaran City	1	5

	Division	Division ITO	ICT Coordinator
7	Dinagat Islands	1	9
8	Siargao Island	1	9
9	Surigao City	1	8
10	Surigao del Norte	1	13
11	Surigao del Sur	1	25
12	Tandag City	1	5

4. In line with this, Division IT Officers are required to identify the names of schools ICT Coordinators to participate in this activity and submit the list to the regional office through the Regional IT Officer on or before January 22, 2019.
5. Identified ICT Coordinators are expected to arrive in the venue in the afternoon of Day 0 for pre-registration, pre-survey, laptop configuration and software installation to be used during the activity. While Division IT Officers are required to arrive in the venue in the morning of Day 0 to provide assistance in configuration and installation of equipment.
6. Participants are required to bring their own laptop, back up internet and extension wire.



7. Board and lodging, meals and snacks shall be charged against Regional HRTD Fund while other expenses like travel expenses and per diem shall be charged to Division local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is highly enjoined.

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

ICT/mma  
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