

ANNEX A



Republic of the Philippines
Department of Education

CONTROL NO.
1047

DepEd Neg
RELEASED
NO: 023.346
DATE: 13 DEC 2023
BY: CC
RECORDS SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

REGION: VII- Central Visayas

BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental

Name	REMYLIN V. GAO-GAO
Position/Designation	ITO - I
Permanent Station	DIVISION OF NEGROS ORIENTAL
Purpose of Travel	TO ATTEND THE 2ND SEMESTER 2023 ITO CONVERGENCE AND PROGRAM IMPLEMENTATION REVIEW
Host of Activity	REGION VII - REGIONAL OFFICE
Period Covered (Inclusive of Travel Time)	December 17-21, 2023
Venue/Destination	LAPULAPU CITY
Fund Source	DIVISION MOOE/LOCAL FUNDS

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

REMYLIN V. GAO-GAO 12/09/2023
 Name and Signature of Requesting Employee Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein.

N/A N/A
 Name and Signature of Recommending Authority Date

APPROVED

NERI C. OJASTRO EdD, CESO V 12/11/23
 Name and Signature of Approving Authority Date



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

05 DEC 2023

REGIONAL MEMORANDUM

No. **922**, s. 2023

**2ND SEMESTER 2023 ITO CONFERENCE AND PROGRAM IMPLEMENTATION
REVIEW**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED

1. The DepEd Regional Office VII through the Regional Information and Communications Technology Unit conducts a semi-annual Information Technology Officer (ITO) Conference and Program Implementation Review to assess, review, discuss, report, and resolve matters concerning the implementation of the DepEd Computerization Program (DCP) and other ICT-related programs and projects of the DepEd.

2. The 2nd semester conference will be hosted by SDO Lapu-lapu City on **December 18-20, 2023**. Venue will be announced separately. Please refer to the attached Activity Matrix for the details. Negros Island, Siquijor, Bohol Island, Bogo and Toledo IT Officers are allowed travel time on *December 21, 2023*.

3. All Division IT Officers are requested to present and upload their SDO report with data as of December 10, 2023 signed by the Schools Division Superintendent, containing the status of the following items during the said conference:

1. Updated inventory and status of the DCP packages from the DCP Inventory System (DIS)
2. School Profile (Connectivity Report, Energization Status, Masterlist of School Head/ICT Coor) (also taken from the DIS)
3. DCP Funds Utilization (Monitoring, Network Infrastructure, Hauling)
4. ICT Inventory for DRR Baseline Data (all ICT equipment other than DCP)
5. Status of the establishment of DCP Repair Hub, VSAT
6. ICT BLICs (Bottlenecks, Lags, Issues, Concerns)
7. Signed School POWE for allocation of DCP Repair and Maintenance PSF

4. In addition to the reports, the DITOs are also required to submit an accomplished Program Implementation Review of all the ICT programs implemented in the schools and division. Please refer to the attached PIR template.

5. For the 2024 Activity Planning, the attached Program Implementation Plan and Monitoring and Evaluation Plan will be used during the workshop. The DITOs are advised to prepare the list of their proposed 2024 activities for faster workshop completion.

6. Meals, board and lodging shall be charged against the regional funds downloaded to SDO Lapu-lapu City. SDO Participants' transportation and incidental expenses will be



charged against their respective DCP PSF, Division or local funds subject to the usual accounting and auditing rules and regulations.

7. First meal to be served will be lunch of December 18, and last meal to be served will be dinner of December 20.

8. Immediate dissemination and compliance with this Memorandum is enjoined.



SALUSTIANO T. JIMENEZ, JD, EdD, CESO V

Director IV 

Regional Director

STJ/PYA/ICTU/JBJ

Program Implementation Plan

Title: _____

Goal: _____

Outcome: _____

IMPLEMENTATION PLAN 2024					
	Critical Action	Responsible/Accountable Unit	Timeframe	Estimated Budget	Budget Source
	<i>What actions/activities must be completed to implement the policy?</i>	<i>Who is responsible for the action/activity?</i>	<i>When must the action/activity be completed?</i>	<i>How much will it cost to implement the action?</i>	<i>Where will the funding come from? (internal and external funding source)</i>
OUTPUT 1					
Activity 1					
OUTPUT 2					
Activity 1					
Activity 2					
OUTPUT 3					
Activity 1					

