



ANNEX A

Republic of the Philippine
Department of Education



CONTROL NUMBER

24

AUTHORITY TO TRAVEL

REGION: VII

BUREAU/DIVISION: DEPED, SCHOOLS DIVISION OF NEGROS ORIENTAL

Date of Filing	January 10, 2023
Name	REMYLIN V. GAO-GAO
Position/Designation	ITO I
Permanent Station	SDO, Negros Oriental
Purpose of Travel	To attend the Conduct of Capacity Building of Regional and Division ITOs
Activity Organized/ Sponsored By	DepEd ICTS, Central Office
Period Covered (Inclusive of Travel Time)	January 29 to February 4, 2023
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
Venue / Destination	Cagayan de Oro City
Expenses Covered	Travel and other related expenses (subject to the usual accounting and auditing rules and regulations)
Fund Source (PAP Code/....)	Division MOOE/ DCP Program Support Fund (PSF)
Recommending Approval:	Approved: By Authority of the Schools Division Superintendent: MARCELO K. PALISPIS, EdD OIC-Office of the Asst. Schools Division Superintendent Office-in-Charge 18 Date: <u>1/10/23</u>



Republika ng Pilipinas
Kagawaran ng Edukasyon

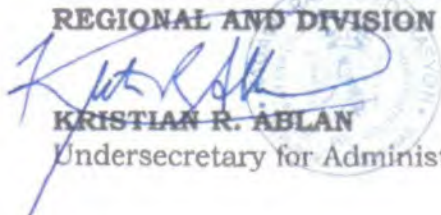
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-120122-002

MEMORANDUM

27 December 2022

TO : **REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION IT OFFICERS**

FROM : 
KRISTIAN R. ABLAN
Undersecretary for Administration

SUBJECT : **CONDUCT OF CAPACITY BUILDING OF REGIONAL AND
DIVISION IT OFFICERS**

The Information and Communications Technology Service-Technology Infrastructure Division (ICTS-TID) will hold an "Assessment and Capacity Building of Regional and Division Information Technology Officers" on 30 January to 03 February 2023 in Cagayan de Oro City, venue to be announced, to assess and review the Regional and Division Offices' utilization of downloaded Program Support Fund to support the network infrastructure amounting to Php2,000,000.00, from FY 2021 to 2022.

In 2019, TID and IT professionals from the University of Science and Technology of the Southern Philippines (USTP) assisted the ITOs in the development and design of the Region and Division's network infrastructure project.

In this forthcoming Capacity Building, the need for additional funds for the network infrastructure project of the Regional and Division Offices will be assessed. All ITOs shall prepare documents showing which systems were purchased and installed. Similarly, a list of systems or equipment that will be funded in FY2023.

The National Telecommunications Commission (NTC) will provide a radio telecommunications training to avoid violations of its radio laws and regulations.

Participants' transportation and incidental expenses will be charged to the downloaded DCP Program Support Fund (PSF).

The indicative program of activities and the order of presentation is attached as Annex A, for ready reference.

For confirmation of attendance, Please accomplish the online registration form through <https://forms.gle/8CBzrzQmYdsKJR6h8> on or before 15 January 2023.

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

For any concerns, please contact Engr. Ofelia L. Algo, TID Division Chief, Technology Infrastructure Division through telephone number (+632) 86332363 or email address icts.tid@deped.gov.ph.

Thank you.

PROGRAM OF ACTIVITIES
CAPACITY BUILDING OF
REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS
January 30-February 3, 2023

		➤ Rack face layout	
January 31, 2023	8:00AM – 8:30AM	Registration of Participants Invocation	TID Secretariat
Note: <i>Workshops 1 and 2 will be held simultaneously.</i>	8:30AM- 5:00PM	<p style="text-align: center;"><u>Workshop 1</u></p> <p>Crafting of Competency Framework for the Information Technology Workforce</p> <p>To define what competencies are needed to successfully equip the IT workforce.</p> <p style="text-align: center;">Participants: TID Research and Development Team</p>	<p>Mr. Mark Lemuel Garcia Vice President for Mindanao Development Academy of the Philippines (DAP) Cagayan de Oro City Participants: TID Planning</p>

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January 30-February 3, 2023

			TID Research and Development Team
	10:00AM-12:00NN	<p>Conduct of ITO Competency Assessment to evaluate the ITOs' present knowledge of network infrastructure, identify any skills gap, and develop skills internally by offering training program</p> <p><u>16 Regional ITOs and 217 Division ITOs</u></p>	<p>Mark Lemuel Garcia Vice President for Mindanao Development Academy of the Philippines (DAP) Cagayan de Oro City</p>
	1:00PM – 5:00PM	<p style="text-align: center;">Writeshop 3</p> <p>Review of 3rd Phase IT Infrastructure proposals (variance of actual accomplishment vs proposal plan)</p> <p><u>16 Regional ITOs and 217 Division ITOs</u></p> <p>By comparing actual progress to the original project plan, calculate the amount of funding needed to cover the variance.</p>	<p>Engr. Alex Maurel Engr. Ulrich Lee Uy Arch. Seknight Benoya Arch Chris Francis Aspiras Engr. Franch Maverick Lorilla Engr. Iezer Vince Sayson Electrical Engineer Civil Engineer TID Network Team</p>
February 2, 2023	10:30AM-5:00PM	<p>Training on Radio Laws and Regulations</p> <p>By being aware of what is considered Regulated Equipment under the NTC, one can avoid purchasing certain devices without the required permit.</p>	<p>Engr. Teodoro Buenavista Regional Director National Telecommunications Commission, Cagayan de Oro City</p>

PROGRAM OF ACTIVITIES
CAPACITY BUILDING OF
REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS
January 30-February 3, 2023

February 3, 2023	8:00AM- 10:00AM	Closing Ceremony & Awarding of Certificates	Engr. Ofelia L. Algo
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