

ANNEX A



No.: 592

Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

DepED NEG. OR
RELEASED
NO: 023.1893
DATE 27 JUN 2023
BY: 9
RECORD SECTION

REGION: VII- Central Visayas

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

Name	REMYLIN LIN V. GAO-GAO
Position/Designation	ITO-I
Permanent Station	Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	To attend the 1st Semester 2023 ITO Conference cum Program Implementation Review
Host of Activity	Canlaon City Division
Period Covered (Inclusive of Travel Time)	June 25 - 29, 2023
Venue/Destination	Canlaon City Division
Fund Source	Division MOOE

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

REMYLIN LIN V. GAO-GAO

ITO -1

6/23/2023

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.

APPROVED

NERI C. OJASTRO EdD, CESE

Schools Division Superintendent

Date



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

Office of the Regional Director

MAY 24 2023

REGIONAL MEMORANDUM
No. **0319**, s. 2023

**Advisory on RM No. 311, s. 2023 1st Semester 2023 ITO Conference cum
Program Implementation Review**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED

1. In consideration of the safety of the participants relative to the upcoming Typhoon Mawar, the 1st Semester ITO Conference cum Project Implementation Review will be moved to June 26-28, 2023, still at Canlaon City Division. All participants are allowed travel time on June 25 and June 29.
2. Expenses incurred during travel time will be charged against the Division or local funds subject to the usual accounting and auditing rules and regulations.
3. First meal to be served will be lunch of June 26, and last meal to be served will be dinner of June 28.
4. Specific venue will be announced in a separate memo.
5. In the meantime, all the Division IT Officers are requested to attend a virtual conference on the implementation of the ScALAR program. Link to the meeting will be provided separately.
6. Immediate dissemination and compliance with this Memorandum is enjoined.


SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director

SD/ISA/STW/BB



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399
Email Address: region7@deped.gov.ph



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

Office of the Regional Director

MAY 22 2023

REGIONAL MEMORANDUM

No. **0311**, s. 2023

1st Semester 2023 ITO Conference cum 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. This year, the first semester conference will be hosted by SDO Canlaon City on May 29-31, 2023 at Canlaon City, Negros Oriental. Please refer to the attached Activity Matrix for the details. Cebu Island, Siquijor and Bohol Island IT Officers and Regional Office Computer Technician are allowed travel time on May 28, 2023, and June 1, 2023.
3. All Division IT Officers are requested to present their SDO report containing the status of the following items during the said conference:
 1. Updated inventory and status of the DCP packages
 2. School Profile (Connectivity Report, Energization Status, Masterlist of School Head/ICT Coor)
 3. DCP Funds Utilization (Repair and Maintenance, 1M Capital Outlay)
 4. ICT Inventory for DRR Baseline Data (all ICT equipment other than DCP)
 5. Learners' M365 accounts (ScALAR project)
 6. ICT BLCs (Bottlenecks, Lags, Issues, Concerns)
4. All Division IT Officers are requested to bring with them the needed data to be updated in the DCP Inventory System during the workshop and computer repair and maintenance tools that will be used during the provision of technical assistance to select Canlaon City SDO school/s.
5. Meals, board and lodging shall be charged against the regional funds downloaded to SDO Canlaon City. SDO Participants' transportation and incidental expenses will be charged against their respective Division or local funds while RO participants transportation and incidental expenses shall be charged against DCP PSF 2022, subject to the usual accounting and auditing rules and regulations.
6. First meal to be served is lunch of May 29, 2023, and last meal to be served is dinner of May 31, 2023.



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7. All participants are requested to register on or before May 24, 2023, thru this link:
<https://forms.office.com/r/GSnm0jFh1p>.

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



SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
Regional Director

stj/fyn/icta/jpi

ACTIVITY MATRIX

1st SEMESTER 2023 ITO CONFERENCE cum PROGRAM IMPLEMENTATION REVIEW

May 29-31, 2023
Canlaon City

Suggested Activity	Duration/Presenter
Day 1	May 29, 2023
Registration	12:00 PM - 1:00 PM
Opening Program	1:00 PM - 1:30 PM
■ National Anthem	⚡ AVP
■ Prayer	⚡ AVP
■ Regional Hymn	⚡ AVP
■ Welcome Message	⚡ SDS Dexter Aguilar SDS, SDO Canlaon City
■ Rationale	⚡ Johnnyline P. Jagdon RITO, Region 7
■ Message	⚡ RD Salustiano T. Jimenez RD, Region 7
■ Presentation of the Program Matrix	⚡ Jun Rey Gubaton DITO, SDO Canlaon City
Presentation of the DCP Inventory System (Status)	1:30 PM - 2:30 PM Regional IT Officer
Workshop (Updating of the DCP Inventory System)	2:30 PM - 4:00 PM All IT Officers
Virtual Coordination Meeting with RAFI on Regional Partnership Project (Presentation of ICT Systems per SDO)	4:00 PM - 5:00 PM Mr. Richard delos Reyes
Day 2	May 30, 2023
Attendance Check/Summary of Day 1 Activity	8:30 AM - 9:15 AM
Messages from ICTS (Virtual)	9:15 AM - 10:00 AM
■ Messages (Virtual)	⚡ Engr. Ofelia Algo (TID)

■ Messages (Virtual)				✦ Ms. Maria Clarisse Ligunas (SDD)
■ Messages (Virtual)				✦ Ms. Encarnacion Escudro (USD)
■ Messages (Virtual)				✦ Dir. Ferdinand Pitagan (ICTS)
Status of DCP (per SDO presentation) (15 mins per SDO)				10:00 AM - 5:00 PM
1. Bayawan City	6. Toledo City	11. Mandaue City	16. Cebu Province	
2. Bogoto City	7. Tanjay City	12. Lapu-lapu City	17. Guihulngan City	
3. Bohol	8. Tagbilaran City	13. Canlaon City	18. City of Naga	
4. Siquijor	9. Talisay City	14. Carcar City	19. Dumaguete City	
5. Negros Oriental	10. Bais	15. Cebu City	20. Danao City	
Day 3				May 31, 2023
Attendance Check/Summary of Day 2 Activity				8:00 AM - 8:15 AM
Presentation of the Regional Summary of ICT Program Implementation to ICTS				8:15 AM - 9:15 PM
Planning for the Upcoming Activities: a. Training for School ICT Coordinators of DCP R&M School Hub b. SeALAR Implementation c. NEAP PD Tracking Pilot Implementation				9:15 AM - 10:30 AM
Provision of Technical Assistance to Identified School in SDO Canlaon City				10:30 AM - 4:00 PM
Closing Program				4:00 PM - 4:30 PM
HOME SWEET HOME				