



September 4, 2018

DIVISION MEMORANDUM

No. 554 s. 2018

ORIENTATION ON THE USE OF ICT IN SCHOOL OPERATIONS

TO : OIC-Assistant Schools Division Superintendents
Chiefs, SGOD and CID
Public Schools District Supervisors/Districts-In-Charge
Public Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017, otherwise known as the "Research Management Guidelines," this Office continues to promote and strengthen the culture of research in basic education.
2. Moreover, a division memorandum (please refer to Division Memorandum No. 536, s. 2017) has been released disseminating the list of approved proposals with BERF funding in NIR. One of the 2017 BERF recipients is Dae P. Habalo, SEPS for Planning and Research of the Division of Negros Oriental.
3. In this connection, the aforementioned BERF recipient will conduct a one-day **Orientation on the use of ICT in School Operations** on September 7, 2018 at the 3rd floor, Division Conference Room. This initial activity aims to enhance the ICT Skills of **Public Secondary School Heads**.
4. Please refer to the attached list of participants and schedule. The participants are requested to observe the following:
 - a. **Batch 1** – morning session starts at exactly 8:00 a.m. and ends at 12:00 p.m. AM snacks and Lunch will be served.
 - b. **Batch 2** – afternoon session starts at exactly 1:00 p.m. and ends at 5:00 p.m. Lunch will be served at 12:30 p.m. and PM snacks.
5. Each participant is **required** to bring his/her laptop and extension cord. Pocket WIFI is optional.
6. Participants are also **required** to confirm their attendance not later than **September 6, 2018 at 10:00 AM** by sending a text message to Dae Habalo at mobile number 09271340328 with the following information:
 - a. Complete name of the Public Secondary School Head
 - b. Gender
 - c. Name of School
 - d. District

Note: Only those who have confirmed their attendance will be accommodated.
7. Expenses for meals and snacks will be charged against BERF funds while travelling and other incidental expenses will be charged against School MOOE/ local funds. All expenses incurred relative to this activity are subject to the usual accounting and auditing rules and regulations.
8. This serves as **Travel Order**.
9. Immediate dissemination of this Memorandum is desired.

 9/4/18
WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

05 SEP 2018



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

BATCH 1
8:00 AM to 12:00 PM

LIST OF PARTICIPANTS

Session	District	Allotted Number of Participants (Public Secondary School Heads)
Morning (8:00AM to 12:00PM)	Canlaon 1	4
	Canlaon 2	4
	La Libertad 1	1
	La Libertad 2	1
	Jimalalud	3
	Tayasan 1	3
	Tayasan 2	1
	Ayungon 1	2
	Ayungon 2	3
	Bindoy 1	1
	Bindoy 2	2
	Manjuyod 1	3
	Manjuyod 2	2
	Mabinay 1	6
	Mabinay 2	3
	Mabinay 3	3
	Mabinay 4	2
	Amlan	4
	San Jose	4
	Sibulan 1	4
	TOTAL	56

BATCH 2
1:00 PM to 5:00 PM

LIST OF PARTICIPANTS

Session	District	Allotted Number of Participants (Public Secondary School Heads)
Afternoon (1:00PM to 5:00PM)	Sibulan 2	7
	NOHS	1
	Valencia	4
	Bacong	3
	Dauin	7
	Zambonguita	4
	Siaton 1	5
	Siaton 2	3
	Siaton 3	4
	Siaton 4	3
	Sta. Catalina 1	4
	Sta. Catalina 2	4
	Sta. Catalina 3	3
	Sta. Catalina 4	3
		TOTAL

Tel. Nos. (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)