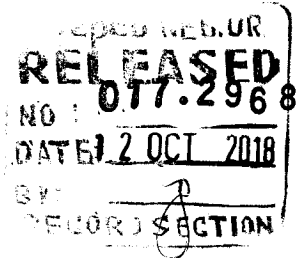




Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net



October 12, 2018

TRAVEL ORDER

No. 1207s. 2018

MS. REMYLIN V. GAO-GAO
AO IV/OIC-AOV

MS. JENNIFER P. PIODOS
Accountant III

MR. HENRY L. BALAHAN
AO IV-Supply Officer

This Office

You are hereby informed of your attendance to the Summit on Administrative Concerns and Employee Benefits on October 15-19, 2017 at Sea Dream Resort, Dauin, Negros Oriental.

Check-in-time is 2:00 pm of October 14, 2018. **Check out date for Accountants and Supply Officers will be October 16, 2018 while ITO's will be on October 20, 2018.**

Travelling/transportation and other incidental expenses incurred will be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent

WDB/LBY/bing

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1623 (Asst. Sch's Div. Supt's Office);
(035) 225-1622 (Promotional Section/EPSS); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);
(035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
(035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section); (035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



OCT 09 2018

REGIONAL MEMORANDUM

No. **0747**, s. 2018

**CAPACITY BUILDING OF IT OFFICERS WITH ONE (1) DAY PARTICIPATION OF SUPPLY OFFICERS AND
ACCOUNTANTS**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. The *Office of Information and Communications Technology Service – Technology Infrastructure Division (ICTS-TID)*, shall conduct the **Capacity Building for IT Officers with One (1) Day Participation of Supply Officers and Accountants**, to be held on **October 15-19, 2018**, exclusive of travel time at **Sea Dream Resort, Dauin, Negros Oriental**.
2. **Travelling expenses** of the regional and divisional participants shall be charged against **regional funds and divisional funds**, respectively while **board and lodging** will be charged against *ICTS funds*, subject to the usual accounting and auditing rules and regulations.
3. Check-in time is **2:00pm of October 14, 2018**. Check out date will be **October 16, 2018** for **Accountants and Supply Officers** while check out for **ITOs** will be on **Saturday, October 20, 2018**.
4. Shuttle bus and van (with tarpaulin for identification) are available to transport participants from **Dumaguete** to the resort on **October 14** from **2:00 PM** until **7:00 PM** only. Pick-up point will be the parking area inside the **Dumaguete Sea Port** and will transport passengers every hour or whenever the vehicle is fully occupied. Participants who wish to go straight to the resort are advised to take the bus via **Ceres Liner**.
5. **Immediate and wide dissemination** of this memorandum is desired.


JULIETA A. JERUTA, Ph.D., CESO IV
Director IV
Regional Director

JAJ/ICTU/JPJ



Republic of the Philippines
Department of Education
INFORMATION COMMUNICATION AND TECHNOLOGY SERVICE

Office of the Director

FOR : **ALAIN DEL PASCUA**
 Undersecretary for Administration

FROM : **ABRAM Y.C. ABANIL**
 Director IV
 Information and Communication Technology Service

DATE : 1 October 2018

AGENDA : **GENERAL PROGRAM OF ACTIVITY FOR CAPACITY BUILDING OF IT OFFICERS WITH ONE (1) DAY PARTICIPATION OF SUPPLY OFFICERS AND ACCOUNTANTS.**

Approved!
10/2
 RECEIVED
 DEPARTMENT OF EDUCATION
 INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE
 PASIG CITY, PHILIPPINES

The Technology Infrastructure Division of the Information and Communications Technology Service will conduct capacity building for IT Officers of Regional and Division Offices with a one (1) day participation of Supply Officers and Accountants for the "Orientation on Property and Supply Management System, Including Roles, Duties, and Responsibilities". Facilitators from the DepEd Central Office will include the Technology Infrastructure Division (ICTS-TID) and representatives from Asset Management and Accounting Division's.

ICTS-TID, including the target participants; the IT Officers, will need seven (7) days at the venue, from ingress of day zero to egress on day six (6).

Central Office representatives of Asset Management Division (AMD) and Accounting Division (AD), including the Regional and Division Supply Officers and Accountants will need three (3) days; from ingress on day zero, the one (1) day orientation and then egress on day three (3).

This memorandum is prepared for the guidance of the participants.

For your review and approval.

3/F, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City
 Telephone No. (02)631-9636

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