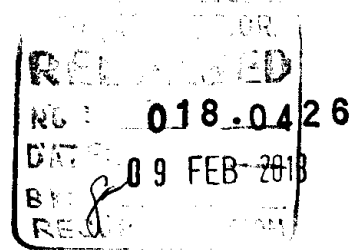


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
 Capitol Area, Dumaguete City

[www.depednegor.net](http://www.depednegor.net) [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph) (035) 225 2376 / 225 2838 / 422 5283

TRAVEL ORDER  
 No. 164 s, 2018



TO: **REMYLIN V. GAO-GAO**  
 Division ITO I

PURPOSE: To attend the National DepEd ICT Summit on February 27-28, 2018 (exclusive of travel time) at Blue Leaf Filipinas, Belle Avenue, Aseana City, Parañaque City.

DATE OF TRAVEL: February 26-29, 2018

ALLOWED/ CHARGED TO: (Division MOOE/Local funds subject to the usual accounting and auditing rules and regulations)

- \_\_\_\_\_ : Registration/ Transportation and other incidental expenses
- \_\_\_\_\_ : Transportation
- \_\_\_\_\_ : Per Diems
- /   : Transportation & other incidental expenses

**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC- Office of the Assistant Regional Director  
 Concurrent Schools Division Superintendent

2/9/18



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**  
22 January 2018

**FOR: The Secretary of Education  
Undersecretaries and Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
ARMM Regional Secretary  
Schools Division Superintendents  
All Others Concerned**

**SUBJECT: INVITATION TO THE NATIONAL DEPED ICT SUMMIT**

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The Information and Communications Technology Service (ICTS) shall hold **The National DepEd ICT Summit** on **27-28 February 2018** (exclusive of travel time) at **The Blue Leaf Filipinas, Belle Avenue, Aseana City, Parañaque City.**

Delegates to the Summit include the following:

- The Secretary of Education and her staff
- Undersecretaries and assistant secretaries, and their staff
- Directors of Central Office (CO) bureaux, services, and offices
- Selected CO division chiefs
- Regional Directors and Schools Division Superintendents
- **Regional and Division ITOs**
- Regional candidates for the National ICT Innovations Awards
  - School heads
  - School ICT coordinators
  - Proponents from the candidate school/division
- The National ICT Summit Organizing Committee
- Selected guests from the public and private sectors

All offices and personnel concerned are requested to submit and/or confirm the names of the above delegates using <http://bit.ly/ICTSummitReg> on or before **5 February 2018.**

Board and lodging shall be charged against DCP 2017 funds, while travelling expenses shall be downloaded to Regional Offices (charged to DCP 2018 funds), subject to the usual accounting and auditing rules and regulations.

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**Office of the Undersecretary for Administration**

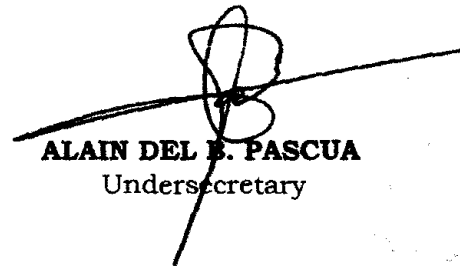
*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

All Summit delegates are expected to arrive to the aforementioned venue in the afternoon of 26 February 2018; the first meal will be afternoon snacks of the same date, while the last meal will be breakfast on 1 March 2018.

Please see attached Summit Delegate Guide, List of Delegates, and relevant memoranda for your perusal.

For more information, all concerned may contact Mr. Gerard Atienza of the **National ICT Summit Organizing Committee** at telephone no. (02) 633-7264 or through email address: [ictsummit@deped.gov.ph](mailto:ictsummit@deped.gov.ph).

For immediate and appropriate action.



**ALAIN DEL B. PASCUA**  
Undersecretary

# THANK YOU

It is a great pleasure for us to know that you will join us in the **National DepEd ICT Summit**, and we look forward for you to have a fruitful experience throughout the Summit.

Our apologies if this **Delegate's Guide** may seem lengthy, but before you set off for your travels to Manila, we want to make sure that we provide you with all the details you will need when at the Summit.

Please feel free to contact us with any questions, and we will be happy to answer whatever we can.

See you at the Summit!

Regards,

**The National ICT Summit Organizing Committee**



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## THE NATIONAL DEPED ICT SUMMIT

### Delegate's Guide

#### About the Summit

The **National DepEd ICT Summit** is a two-day conference organized by DepEd through the Information and Communications Technology Service (ICTS).

The Summit shall bring together ICT practitioners, policy makers, achievers in ICT education and implementation and other stakeholders in the National, Regional, Division and school levels and provide ideal platforms to discuss innovations in education, enrich teaching and learning, build capacities for effective school and office management, and share top education resources.

DepEd shall use the Summit as a venue to search for and recognize best practices in the field in utilizing ICT to effectively deliver teaching and learning, as well as provide efficient governance and operations, directly to learners, teachers, and relevant stakeholders in the field of education.

#### Tagline, Theme, and Objectives

The Summit's tagline is **Cultivating a Culture of ICT Excellence**.

With this year's theme **Digital Transformation for the KID (K-12 + ALS, ICT, DepEd)**, the Summit aims to:

- Update ICT practitioners in DepEd on emerging technologies;
- Start the culture of sharing and collaborating of ICT in teaching, learning, and governance;
- Provide a forum to update everyone on current ICT projects and implementations in DepEd as well as future plans; and
- Recognize ICT best projects and implementers.

#### Legal Basis

The Summit complies with the following mandates:

- **DepEd Memorandum (DM) 143, s. 2017**, titled as *National and Regional DepEd ICT Summits*;
- **DM 171, s. 2017**, titled as *Changes in DepEd Memorandum No. 143, s. 2017*; and

- An unnumbered memorandum from the Office of the Undersecretary for Administration with the subject *Changes in the Schedules of the National DepEd ICT Summit*.

## Delegates

We are expecting about **750 delegates** from all over the Philippines.

The following will attend the Summit:

- The DepEd Executive Committee
  - The Secretary of Education and her staff
  - Undersecretaries, assistant secretaries, and their staff
- The DepEd Management Committees
  - Directors of Central Office (CO) bureaux, services, and offices
  - Selected CO division chiefs
- Regional Directors
- Schools Division Superintendents
- Regional Information Technology Officers (ITO)
- Schools Division ITOs
- Regional representatives for the National ICT Innovations Awards
  - School heads
  - School ICT coordinators
  - Proponent personnel from the candidate division
- The National ICT Summit Organizing Committee
- Selected guests from the public and private sectors

In addition to the delegates of the Summit, we are expecting thousands to millions of online viewers from the Philippines and around the world, through social media, publications, and other online, print, and broadcast media.

## The Summit Schedule

The Summit will be held on **27-28 February 2018** at **The Blue Leaf Filipinas, Belle Avenue, Aseana City, Parañaque City**.

You can view the detailed and updated Summit schedule at [bit.ly/ICTSummitSched](http://bit.ly/ICTSummitSched); we update the schedule with details of all sessions and speakers on a regular basis.

## Registration

To get to know more about you, as well as to include you on our official roll of delegates, we need you to fill out our Delegate's Profile form at [bit.ly/ICTSummitReg](http://bit.ly/ICTSummitReg) on or before **5 February 2018**.

Please be aware that we will collect both your personal data (full name, contact numbers, email address, and photo) and professional data (office/bureau/service, division, school, and position), and we may use them to send you Summit-related notices.

## There is no registration fee.

Since this is a DepEd event where only selected personnel can join, registration signifies your commitment to attend the entirety of the Summit.

## Substitution

Since we specifically invited you to be part of the Summit as a delegate, we strongly discourage you designating another person to join us in the Summit on your behalf.

If, for any reason, you will be unable to attend the Summit, please let us know as soon as possible, and ensure that you recommend someone to replace you.

## Packing Your Bags

Remember to bring the following items with you.

- Valid ID (office, school, company, or any other government-issued ID)
- Personal necessities (toiletries, cosmetics, medicines)
- Required Summit attire (see Dress Codes)
- Optional attire (sleepwear, swimwear, everyday attire, etc.)

## Dress Codes

All delegates must strictly observe the following dress codes during the plenary and other activities in the Summit.

### *Day 1: Business Casual*

- For men: All shirts with collars, including dress and polo shirts; casual slacks, trousers, and jeans without holes or frays; dress or casual slip-on or tie shoes
- For ladies: All shirts with collars, including blouses and polo shirts; casual slacks, trousers, and knee-length skirts; dress or casual slip-on or tie shoes, and dress sandals

### *Day 2: National Costume or Business Formal*

- For men: Suit and tie, or Barong Tagalog; dress slacks or trousers; dress shoes
- For women: Filipino dress (Baro't Saya, Maria Clara gown, Terno, Kimona, Hijab, and the like) or blouse and blazer; dress slacks, trousers, or skirts; dress shoes and leg hoses

### *Prohibited Clothing*

- Statement T-shirts (DepEd-issued shirts are exempted)
- Revealing, transparent, and/or see-through clothing
- Tank tops or muscle shirts
- Short pants or skirts
- Excessively baggy pants or other clothing items
- Items adorned or printed with language, messages, and/or symbols considered foul, vulgar, or obscene
- Apparel with holes, rips, or tears
- "Sports" and "workout attire," including sweat pants, sweat suits, sweatshirts, hoodies, sports attire, and sports shoes
- Beachwear, including swimwear, swimsuit cover-ups, or flip-flops

**We reserve the right to deny entry to anyone not observing the minimum requirements for the day's dress code until they switch over to appropriate clothing.**

## The Venue

**The Blue Leaf Filipinas** is a premier events venue located in Aseana City, a planned commercial and entertainment district along the shores of the Manila Bay.

Situated in the City of Parañaque, The Blue Leaf is three kilometers from the Ninoy Aquino International Airport, and is adjacent to such attractions as City of Dreams (COD) Manila, the Mall of Asia (MOA) Complex, the Baclaran shopping district, and the National Shrine of Our Mother of Perpetual Help, among others.

## Casino Ban on Government Officials and Employees

Despite the close proximity of The Blue Leaf to integrated resorts (COD, Solaire Resort and Casino, Okada Manila, Resorts World Manila, Midas Hotel and Casino, etc.), **ALL** Summit delegates **MUST** strictly observe and comply with relevant laws that reiterates the prohibition of all government officials and employees from gambling casinos.

Simply put, **ALL Summit delegates, on pain of applicable sanctions and penalties, must NOT step foot, enter, stay, and/or play in ALL casinos before, during, and after the Summit proper.**

## Getting There

If you are within Metro Manila or its environs (Batangas, Bulacan, Cavite, Laguna, and Rizal), please head straight to The Blue Leaf from your home.

If you are from outside Metro Manila and travelling by air, sea, or land, please head straight to The Blue Leaf from your terminal.

For your convenience, we advise that you arrive at least **two hours** before the start of the Summit so you can settle down and proceed with registration, billeting, and meals.

We recommend using Grab or Uber as a preferred means of transport, especially those who are unfamiliar with Metro Manila.

Note that you must specify **The Blue Leaf Filipinas** (beside COD/near MOA) as your destination, and not be confused with similarly named venues such as The Blue Leaf Events Pavilion (near Bonifacio Global City) and The Blue Leaf Cosmopolitan (near Ortigas Center).

## Once There

Proceed to the Registration area, and join the queue; the assigned registration personnel will assist you in signing up for the Summit, give you your Summit Badge and Kit, and assign you to a hotel within close proximity to The Blue Leaf.

Remember that filling out the Delegate's Profile online form before the Summit ensures a much quicker signup experience for you.

## Summit Badge

Your Summit Badge is your official passport to the Summit.

Depending on the access level that the Badge grants you, you can gain access to the plenary, the exhibits, and other activities and sessions.



The Badge includes meal stubs that you will need to present to foodservice personnel to partake of any scheduled meals.

For security and identification purposes, please make sure to wear your Badge conspicuously at all times.

**We WILL NOT replace your Badge if you misplace, damage, or lose it.**

### **Accommodation**

All DepEd personnel attending the Summit have complimentary hotel accommodations; if you choose not to take advantage of this privilege, please let us know in advance so we can allot your slot to other delegates.

If you do, however, we will check you in in a random fashion to a hotel in proximity to or within the environs of the Summit venue.

We will assign the following room assignments:

- Members of the DepEd Executive Committee (the Secretary, Undersecretaries, and Assistant Secretaries) and the Summit Chair will have their own rooms.
- Members of the DepEd Management Committees (CO Bureau/Service Directors, Regional Directors, and Schools Division Superintendents), as well as members of the National ICT Summit Organizing Committee, will share a room with two beds.
- Chiefs and staff (CO Chiefs and staff, including EXECOM staff, DepEd Multimedia Corps, and the ICTS contingent; Regional and Division ITOs; and school personnel) will share a room with three beds.

Delegates of the same gender will share one room.

We will check you in to your designated hotel on **14:00H (02:00 PM), 26 January 2018**; you must check out of your hotel room before **12:00H (12:00 PM), 1 March 2018**.

We cannot guarantee that you will get to stay in a hotel of your preference, and neither can we guarantee that you will be roommates or housemates with your friends, colleagues, or acquaintances throughout the Summit.

Also, please note that once you have waived your hotel accommodation privilege, we cannot guarantee that we will assist you with checking in should you change your mind.

### **Transport To and From the Summit Venue**

We will provide shuttle vehicles that will transport you from your hotel to the Summit venue and back.

Please take note that these shuttle vehicles will operate on a strict schedule; if you miss one trip, you will have to either wait for the next trip, or secure personal transport at your own expense.

## **Travel and *Per Diem* Expenses**

You may reimburse your travel expenses (fuel expenses, public transport, airfare, toll fees, and *per diem* expenses, among others) and charge it to funds downloaded from the CO to your RO, provided you have appropriate receipts, tickets, etc. at hand.

## **Meals and Dietary Requirements**

We will start meal services with afternoon snacks on **26 February 2018** and end with breakfast on **1 March 2018**.

We will do our best to offer dishes that conform to all religious beliefs; if you require a special meal, please let us know in advance.

To partake of any scheduled meals, please surrender the respective meal stub to foodservice personnel.

**We cannot guarantee that you would be served a meal if you misplace, damage, or lose its respective meal stub.**

Again, remember that filling out the Delegate's Profile online form before the Summit ensures that we serve an equitable choice of dishes for every delegate.

## **Assistants, Colleagues, and Companions**

The Summit is strictly an invitation-only event, and that we will assume that you will be arriving on your own.

If you are bringing along your assistants, colleagues, and/or companions, be reminded that their meals, accommodations, and other needs are at their or your own expense.

## **Restricted Areas**

Unless they are already designated as Very Important Persons (VIP) or Organizers, delegates are **NOT** allowed in the following areas within the Summit environs:

- VIP Lounge
- Organizers' Command Center
- Press Room
- Technical Booth
- Behind the Registration Counter
- Backstage

**We reserve the right to call out any delegate trespassing in said areas, as well as escort out any delegate who continually disregards such rules and not invite them to future DepEd-organized events.**

## **During the Summit**

Please take note of the following timings for each session:

- Session proper: **45 minutes**
- Question and answer: **15 minutes**

In order to keep everybody on schedule and allow questions from the delegates, please make sure to keep your questions short and relevant to the topic at hand.

**We reserve the right to cut short any session running beyond the allotted time; turn off the microphone on and escort out any delegate who asks irrelevant and disruptive questions; and not invite them to future DepEd-organized events.**

### **Electronic Device Policy**

You can choose to bring your electronic devices (laptop computer, tablet, digital camera, etc.) to the Summit; if you do, make sure to bring the device's own charger and your own power strip.

However, we strongly discourage you from using your laptops (especially for non-Summit work) or mobile phones (for taking or making calls, sending text messages or social media posts, or taking that selfie) during the plenary session.

### **Summit Dos and Do-nots**

Please take note of what you can and cannot do throughout the Summit.

#### *Do:*

- Make sure to look presentable throughout the Summit.
- Listen, take down notes, and ask thoughtful questions during panels and topics.
- Read the speakers' profiles and their topic abstracts before the Summit.
- Brainstorm a few questions you would want to ask the speakers.
- Use the Summit official hashtags when uploading on Facebook, Twitter, and other social media sites (**#DepEdICTSummit**, **#CultureOfICTExcellence**, **#OneDepEd**, **#TayoParaSaEdukasyon**, and **#4DKID**).
- Visit and interact with the booths at the Learning Market exhibit during breaks and the gallery walk, as well as witness the Awards Judging breakout sessions.
- Connect, network, and make friends with colleagues, VIPs, and the Organizers.
- **Have fun!**

#### *Do not:*

- Be late.
- Miss out any sessions, gala events, or exhibits.
- Have a side conversation or interrupt the resource person while they are speaking during their session.
- Seek unwarranted attention from or fling yourself to other people, including VIPs, the Organizers, and other delegates.
- Be irrelevant, disruptive, disrespectful, or provocative during all sessions.
- Operate any electronic devices during sessions unless it is essential.
- Forget basic decency and respect.
- Miss the opportunity to learn about or explore the Summit destination.
- **Stress yourself out!**

**We reserve the right to call out any delegate not observing said dos and do-nots, as well as escort out any delegate who continually disregards such rules and not invite them to future DepEd-organized events.**

## **Broadcast Policy**

We will record all Summit activities in text, audio, and video; keep these recordings as official documentation in perpetuity for future reference; post content from these recordings in print, broadcast, or online media, including social media (Facebook, Twitter, Instagram, and YouTube, among others); and stream live audio and video in online streaming sites.

We may also share such official recordings to duly recognized third parties, including accredited media outfits, for the purposes of journalism and newsgathering, as well as for use in public relations and advertising.

## **Networking and Social Activities**

We cordially invite you to our networking and social activities, which will take place throughout the Summit.

Opportunities to connect and interact with Summit delegates, fellow speakers, jurors, DepEd executives, and the National ICT Summit Organizing Committee include:

- Scheduled breaks (snacks, lunches, and cocktails);
- The Learning Market exhibit;
- The ICT Innovations Awards Judging sessions;
- The ICT Summit Networking Dinner;
- The ICT Innovations Awards Gala Dinner; and
- Other activities that may be scheduled.

## **Contact**

If you have any questions or need additional information on the Summit, please contact:

**Gerard Joseph Atienza**, National ICT Summit Organizing Committee

Landline: **+63 2 633 7264** (Mondays to Fridays, excluding holidays, 08:00 to 17:00)

Email: [ictsummit@deped.gov.ph](mailto:ictsummit@deped.gov.ph) (CC [depdictsummit@gmail.com](mailto:depdictsummit@gmail.com))



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## **THE NATIONAL DEPED ICT SUMMIT**

Operational Schedule of Activities (as of 30 January 2018)

Day 1  
27 February 2018

07:00 - 08:30  
**Registration, Billeting, and Breakfast**

08:30 - 08:45  
**Opening Ceremonies**

08:45 - 09:15  
**Message from the Secretary**  
Leonor Magtolis Briones  
*Secretary of Education*

09:15 - 09:45  
**Imbibing the Culture of ICT Excellence in DepEd**  
Alain Del B. Pascua  
*Undersecretary for Administration*

09:45 - 10:00  
**Break**

10:00 - 11:00  
**Integrating Technology with Classroom Teaching in the Philippine Context**  
Miguel Q. Rapatan  
*Director, Academic Support for Instructional Services and Technology, De La Salle University*

11:00 - 12:00  
**Educational Technology Leadership for the K-12 Program**  
Allan G. Farnazo  
*Regional Director, DepEd Northern Mindanao*

12:00 - 13:00  
**Lunch**

13:00 – 14:00

**Digital Citizenship, Cybersecurity, and Data Privacy**

Raymund E. Liboro

*Chair, National Privacy Commission*

14:00 – 15:00

**Teach with Tech: Educational Tools for the 21<sup>st</sup> Century Classroom**

**Host:**

Clarissa Segismundo | *Education Programs Lead, Microsoft Philippines*

**Panelists:**

Winona Diola | *Teacher, De La Salle Santiago Zobel School*

Vilma Eda | *Schools Division Superintendent, Provincial Schools Division of Ilocos Norte*

Laricile Ganiron | *Master Teacher I, CENTEX Manila*

15:00 – 17:30

**ICT Innovations Awards: The Learning Market**

15:00 – 18:00

**ICT Innovations Awards: Judging Proper**

19:00 – 22:00

**Networking Dinner**

Day 2  
28 February 2018

07:00 - 08:30  
**Registration and Breakfast**

08:30 - 09:00  
**Recap**

09:00 - 10:00  
**Promoting Excellence through ICT Learning Action Cell**  
Dina S. Ocampo  
*Faculty, University of the Philippines*

10:00 - 10:15  
**Break**

10:15 - 11:15  
**ICT for Governance from the Perspective of the Commission on Audit**  
Lorna D. Cabochan  
*Director IV, Information Technology Office, Commission on Audit*

11:15 - 11:45  
**Showcase of DepEd Achievements and Plans for Education ICT**  
Abram Y. C. Abanil  
*Director IV, Information and Communications Technology Service*

11:45 - 12:00  
**Wrap-up**

12:00 - 13:00  
**Lunch**

13:00 - 16:00  
**ICT Innovations Awards: The Awards Ceremony**

16:00 - 16:30  
**Closing Ceremonies**

17:00 - 19:00  
**IT Officers' General Assembly**

19:00 - 22:00  
**Gala Dinner**