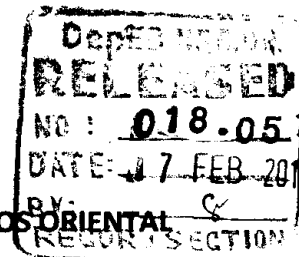




Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net



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)

February 12, 2018

TRAVEL ORDER

No. 22 s. 2018

MS. REMYLIN GAOGAO
Information Technology Officer

This Office

You are hereby informed of your attendance (together with undersigned) to the National DepED ICT Summit on February 27-28, 2018 at the Blue Leaf Pilipinas, Belle Avenue, Aseana City, Paranaque City.

Travel and other incidental expenses incurred during your attendance to this activity shall be charged to DCP 2018 funds (downloaded to the Regional Office), subject to the usual accounting and auditing rules and regulations.

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

For your guidance and compliance.

SALUSTIANO T. JIMENEZ, L.I.B., CESO VI
Schools Division Superintendent
OIC-Office of the Assistant Regional Director

STJ/bing



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



REGIONAL MEMORANDUM

No. 0099, s. 2018

D: 2/9/18

FEB 07 2018

Invitation to The National DepEd ICT Summit

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED



1. The Office of the Information and Communications Technology Service is inviting the following personnel to the National DepEd ICT Summit which will be held at **The Blue Leaf Pilipinas, Belle Avenue, Aseana City, Parañaque City on February 27-28, 2018:**

Juliet A. Jeruta, PhD, CESO IV	RD, Regional Office VII
Orlando G. Cadano, Ed. D., CESE	SDS, Bais City
Dr. Ma. Theresa V. Avanzado	SDS, Bayawan City
Dr. Nimfa D. Bongo	SDS, Bogo City
Dr. Wilfreda D. Bongalos, CESO V	SDS, Bohol
Dr. Gregorio Cyrus R. Elejorde	SDS, Carcar City
Bianito A. Dagatan, CESO V	SDS, Cebu City
Dr. Rhea Mar A. Angtud	SDS, Cebu Province
Dr. Senen P. Paulin	SDS, City of Naga
Dr. Rosalie M. Pasaol	SDS, Danao City
Dr. Evangei M. Luminarias, CESO V	SDS, Dumaguete City
Lelanie T. Cabrera	SDS, Guihulngan City
Dr. Marilyn S. Andales	SDS, Lapu-lapu City
Arden D. Monisit, Ed. D.	SDS, Mandaue City
✓ Salustiano T. Jimenez, LLB	SDS, Negros Oriental
Ronald G. Gutay	SDS, Siquijor
Virginia C. Zapanta Ed. D., CESO V	SDS, Tagbilaran City
Dr. Leah P. Noveras	SDS, Talisay City
Dexter Y. Aguilar, Ed. D., CESE	SDS, Tanjay City

Joseph Irwin A. Lagura, Ph.D.	SDS, Toledo City
Johnnyline P. Jagdon	ITO, Regional Office VII
Fran Harry Chiu	ITO, Bais City
Kurt Calijan	ITO, Bayawan City
Ronald Cesar Sevileno	ITO, Bogo City
Dinah Florence Taian	ITO, Bohol
Michael Elmer Padin	ITO, Carcar City
Pastor Ali Najarro	ITO, Cebu City
Emmanuel Mendoza	ITO, Cebu Province
Joselito Hortelano	ITO, City of Naga
Odilio Ferolino	ITO, Danao City
Kim Li Faburada	ITO, Dumaguete City
Mel Gacho	ITO, Guihulngan City
Donald Dungog	ITO, Lapu-lapu City
Jaypee Mañago	ITO, Mandaue City
✓ Remylin Gao-gao	ITO, Negros Oriental
Genevieve Rocero	ITO, Siquijor
Jose Mariñas III	ITO, Tagbilaran City
Dino Cuyag	ITO, Talisay City
Exupher Suan	ITO, Tanjay City
Alvin Aliñabon	ITO, Toledo City
Nllo P. Samputon	Bohol
Fernando B. Enad	Bohol
Peregrita J. Datahan	Bohol
Marilyn P. Suarez	Bohol
Rey Jacinto B. Belderol	Bohol
Exur B. Gerona	Bohol

2. 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**.
3. Board and lodging shall be charged to **DCP 2017** funds, while travelling expenses of the participants will be charged to **DCP 2018** funds (downloaded to the Regional Office), subject to the usual accounting and auditing rules and regulations.
4. 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**.

5. Please refer to the attached memo from Usec. Alain Pascua. There are 62 pages from CO. However, to ensure faster downloading experience, the attachment to this regional memorandum will just contain the first few pages. Please request from your respective Division ITO for the complete set of attachments.
6. This serves as **TRAVEL ORDER**.
7. Immediate dissemination of this Memorandum is desired.


JULIET A. JERUTA, Ph.D., CESO IV
Regional Director 
Officer-in-Charge

JAJ/CTU/JPJ



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

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
 - o School heads
 - o School ICT coordinators
 - o 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.

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)

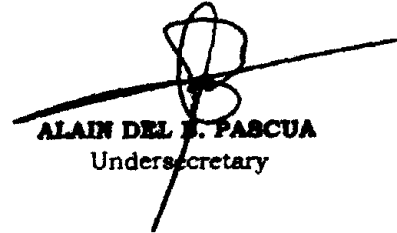
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

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.

For immediate and appropriate action.



ALAIN DEL E. PASCUA
Underscretary

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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, policymakers, 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 effective 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 with 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; 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 ictsummit.deped.gov.ph/register on or before **23:59H of 9 February 2018**.

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.

Privacy Notice

DepEd, through the Summit, collects your personal information to manage your attendance and accommodation effectively.

By filling out the online Delegate's Profile form at ictsummit.deped.gov.ph/register, you are giving consent to DepEd to use your personal information mainly for the purpose stated above and as a required document in accounting and auditing.

We will collect the following information:

- Your name (first name, middle name, last name, and extension);
- Contact details (email address and contact number);
- Professional details (office/region, division, school, and designation); and
- Relevant personal information (gender, food restriction, shirt size, vehicle plate number, and the name of your driver).

We will also share some of this information to our third party event management service provider for the National ICT Summit.

Your personal information shall be retained for as long as the purpose for which it was collected remains in effect.

We fully recognize the value of your privacy as an individual, particularly as the data collected may include sensitive personal information. Rest assured that your information is protected, both online and offline.

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 change 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 reiterate 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 play in ALL casinos at any time during the Summit.**

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.

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 located by the parking 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 form at ictsummit.deped.gov.ph/register 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.

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 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.

The earliest time we will check you in is at **14:00H (02:00 PM), 26 February 2018**; latest checkout time is at **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.

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.

Meals and Dietary Requirements

We will start meal services with dinner 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 by signing up online at ictsummit.deped.gov.ph/register.

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.

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
- Judging Lounges
- 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.