



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

September 1, 2022

REGIONAL MEMORANDUM

No. **980** 2022

MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF DEPED SERVICES

To: Schools Division Superintendents
 All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a training addressing the technical competencies of non-teaching personnel entitled **Maximizing the Utilization of ICT in the Delivery of DepEd Services** on **October 4-7, 2022** at **Madison Park Hotel, San Jose, Tacloban City**.
2. The activity aims to enhance the knowledge, skills and attitudes (KSAs) of the non-teaching personnel that addresses their competency gap on ICT based on their Individual Development Plan.
3. The participants shall be non-teaching personnel in the Schools Division Offices as stipulated in Enclosure 1 of this Memorandum. The Schools Division Superintendent, through the SGOD-HRDS, shall facilitate the identification of participants based on their Office Learning Plan. Further, identified participants are requested to register online through the link **<https://bit.ly/NTPR8Reg2022>** on or before **September 30, 2022**.
4. In order for the participants to actively participate in the various sessions, they are required to bring laptop and extension cord. Attached is the activity matrix for reference.
5. Incurred expenses during the conduct of this activity such as training materials and board and lodging shall be charged to Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) fund while travel expenses of the participants shall be charged against their respective local funds subject to usual accounting and auditing rules and procedures.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV

Regional Director
 DEPARTMENT OF EDUCATION
 RECORDS SECTION, REGIONAL OFFICE NO. VIII
RELEASED
 980
 By:  Date: 9/15/22

Enclosure: As stated
 Reference: HRDD 2022 Supplemental AIP
 To be indicated in the Perpetual Index under the following subjects:
 ICT NON-TEACHING PERSONNEL PROFESSIONAL DEVELOPMENT
 HRDD-CDPA



1222

Enclosure 1 of RM 980, s. 2022**LIST OF PARTICIPANTS**

Office/Division	No. of Participants
Baybay City	3
Biliran	4
Borongan City	3
Calbayog City	3
Catbalogan City	3
Easter Samar	5
Leyte	5
Maasin City	3
Northern Samar	5
Ormoc City	3
Samar	4
Southern Leyte	5
Tacloban City	3
Regional Office/PMT	6
Total	55

PROGRAM MANAGEMENT TEAM

DESIGNATION	NAME
Activity Manager	Evelyn R. Fetalvero, CESO IV , Regional Director
Co- Activity Manager	Bebiano I. Sentillas, CESO V , Assistant Regional Director
Training Manager	Alejandra B. Lagumbay , Chief, HRDD
Finance Manager	Alma B. Suyom , Chief, FD
QAME Manager	Cesar P. Verunque , Chief, QAD
Onsite Training Manager	Clark Dave P. Arante , EPS II, HRDD
HRDD Staff	Rowena T. Vacal , EPS
	Rodel V. Rosales , EPS
	Dina S. Superable , SEPS
	Maureen Charisse A. Maltos , EPS II
	Michael C. Parado , EPS II
	Rogelio O. Ticoy, Jr. , DM II
	Rasheil R. Labita , ADAS I

Enclosure 2 of RM 980, s. 2022

MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF DEPED SERVICES


October 4-7, 2022

Madison Park Hotel, San Jose, Tacloban City

Activity Matrix

Time/Day	Day 0	Day 1	Day2	Day3
8:30AM -9:00AM	Travel Time	Opening Program	Management of Learning	Management of Learning
9:00AM -12:00NN		Session 1 – Class A: Word Basics Session 1 – Class B: Advance Spreadsheet App	Session 3 – Class A: Slide Deck Preparation Session 3 – Class B: Online Office Apps	Plenary Session: Data Organizer App
12:00NN-1:00PM	LUNCH			
1:00PM-2:00PM	Arrival of Participants and Registration	Session 2 – Class A: Introduction to Spreadsheet App	Session 4 – Class A: Essential Online Apps	Closing Program
2:00PM -4:00PM	Preliminary Plenary Session: Leveling of Expectations	Session 2 – Class B: Online Platform	Session 4 – Class B: Publisher	Home Bound

Prepared by:


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 Education Program Specialist II

Noted by:


ALEJANDRA B. LAGUMBAY PhD
 HRDD Chief