



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

December 9, 2022

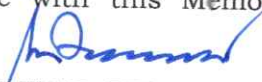
**REGIONAL MEMORANDUM**

No. **1393**, s. 2022

**MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF DEPED SERVICES  
 (BATCH 2)**

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 (Batch 2)** on **December 19-21, 2022** with venue to be announced in a separate Memorandum.
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 25 non-teaching personnel, where 13 participants shall be from the SDO and 12 participants shall be from the Regional Office.
4. In order for the participants to actively participate in the various sessions, they are required to bring laptop and extension cord. Likewise, they are requested to be at the venue on or before 2:00PM of Day 0 for the preliminary activity. First meal to be served shall be dinner for Day 0 while the last meal shall be the PM Snack for Day 3.
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

Enclosure: Activity Matrix  
 Reference: HRDD 2022 Supplemental AIP

To be indicated in the Perpetual Index under the following subjects:

ICT      NON-TEACHING PERSONNEL      PROFESSIONAL DEVELOPMENT

HRDD-CDPA



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 ISO 9001:2015 Certified



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Enclosure 1 of RM 1393, s. 2022

**MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF  
DEPED SERVICES (BATCH 2)**

December 19-21, 2022

Venue: TBD

**Activity Matrix**

<b>Time/Day</b>	<b>Day 0</b>	<b>Day 1</b>	<b>Day2</b>	<b>Day3</b>
8:30AM - 9:00AM	Travel Time	Opening Program	Management of Learning	Management of Learning
9:00AM - 12:00NN		<b>Session 1: Essentials of MS Word</b>  <b>Princess Jessica A. Pontillas</b> Teacher II, Leyte	<b>Session 3: MS Teams</b>  <b>Lanilo A. Macalla</b> Principal II, Leyte	<b>Session 5: Online Office App</b>  <b>Roderick R. Cabato</b> ICTO, Samar
12:00NN- 1:00PM	<b>LUNCH</b>			
1:00PM- 2:00PM	Arrival of Participants and Registration	<b>Session 2: Intermediate Course in Spreadsheet App</b>  <b>Noel L. Tambis</b> Teacher III, Leyte	<b>Session 4: Collab with Publisher</b>  <b>Clark Dave P. Arante</b> EPS II, RO	Closing Program
2:00PM - 4:00PM	Preliminary Session: <b>Leveling of Expectations</b>			Home Bound

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Noted by:

  
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