



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

January 26, 2023

**OFFICE MEMORANDUM**

No. **044**, 2023

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

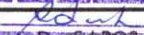
To: Regional Office Division Chiefs  
 Section/Unit Heads  
 All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a formal training addressing the technical competency gaps of the regional office personnel entitled **Maximizing the Utilization of ICT in the Delivery of DepEd Services (Batch 2)**, on **March 1-3, 2023** at **RELC NEAP-R, DepEd RO VIII Compound, Government Center, Candahug, Palo, Leyte**.
2. The activity aims to enhance the knowledge, skills and attitudes (KSAs) of the non-teaching personnel on ICT that will enable them to the deliver efficient and effective services in the office.
3. The participants to this activity are 40 regional office personnel with identified priority learning need/ competency gaps in ICT based from their individual development plan.
4. In order for the participants to actively participate in the various sessions, they are required to bring laptop and extension cord.
5. Incurred expenses during the conduct of this activity such as meals, snacks, venue rental and training materials shall be charged to Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) fund 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

HRDD- CPDA



By:  Date: **1/27/23**  
 DepEd RO8 ATA-F22 (CY2018-v03-r00)

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

March 1-3, 2023

RELc NEAP-R, DepEd Regional Office VIII Compound, Government Center, Palo

**Activity Matrix**

<b>Time/Day</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
8:30AM - 9:00AM	Opening Program	Management of Learning	Management of Learning
9:00AM - 12:00NN	Preliminary Session:  <b>Leveling of Expectations</b>  Session 1: <b>Essentials of MS Word</b>  <b>Princess Jessica A. Pontillas</b> Teacher II, Leyte	Session 3:  <b>Intermediate Course on MS Excel</b>  <b>Noel L. Tambis</b> Teacher III, Leyte	Session 4: <b>Collab with Publisher</b>  <b>Clark Dave P. Arante</b> EPS II, RO
12:00NN- 1:00PM	<b>LUNCH</b>		
1:00PM- 2:30PM	Session 2: <b>A Closer Look at MS Outlook</b>  <b>Gino S. Tanala</b> Teacher II, Leyte	Session 3: <b>Bridging the Gap with MS Teams</b>  <b>Lanilo A. Macalla</b> Principal II, Leyte	Session 5: <b>Online Office App</b>  <b>Roderick R. Cabato</b> ICTO, Samar
3:30PM - 5:00PM			Closing Program

Prepared by:

  
**CLARK DAVE P. ARANTE**  
 Education Program Specialist II

Noted by:

  
**ALEJANDRA B. LAGUMBAY PhD**  
 HRDD Chief