



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

April 4, 2023

**OFFICE MEMORANDUM**

No. **198**, s. 2023

**CORRIGENDUM AND ADDENDUM TO OFFICE MEMORANDUM NO. 108, s. 2023, RE: "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. In reference to Office Memoranda Nos. 044 and 108, series of 2023, dated January 26, 2023 and March 1, 2023, respectively, re: **Maximizing the Utilization of ICT in the Delivery of DepEd Services (Batch 2)**, this Office, through the Human Resource Development Division, announces the resetting of the schedule for **Batch 2 (Group A)** from **April 4-6, 2023** to **May 2-4, 2023**:
2. In addition, the venue of this activity shall be at RELC Training Hall, DepEd Regional Office VIII Compound, Government Center, Candahug, Palo, Leyte.
3. All other provisions in the aforementioned Memorandum, consistent with this issuance, shall remain in force and effect.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

HRDD- CPDA



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

March 1, 2023

**OFFICE MEMORANDUM**

No. **108**, s. 2023

**UPDATES ON THE CONDUCT OF THE TRAINING ENTITLED "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. In reference to Office Memorandum No. 044, s 2023, dated January 26, 2023 re: **Maximizing the Utilization of ICT in the Delivery of DepEd Services (Batch 2)**, this Office, through the Human Resource Development Division, announces the resetting of the schedule from **March 1 – 3, 2023** to the following dates at the venue to be announced in a separate Memorandum:

Lot Number	Date
Batch 2 (Group A)	April 4-6, 2023
Batch 2 (Group B)	May 9-11, 2023

- The participants for each group shall be twenty (20) Regional Office personnel with identified priority learning needs/ competency gaps in ICT based from the Regional Office Learning Plan.
- All other provisions in the aforementioned Memorandum, consistent with this issuance, remain in force and effect.
- Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director



HRDD- CPDA



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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 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.

HRDD- CPDA

  
**EVELYN R. FETALVERO, CESO IV**

Regional Director 8

DEPARTMENT OF EDUCATION  
RECORDS SECTION, REGIONAL OFFICE NO. VII



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:

  
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Education Program Specialist II

Noted by:

  
**ALEJANDRA B. LAGUMBAY PhD**  
HRDD Chief