



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

September 11, 2023

REGIONAL MEMORANDUM

HRDD-2023- **945**

**MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF DEPED SERVICES
(BATCH 3)**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
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 3)** on **October 17-20, 2023**, within Ormoc City.
2. The objective of this activity is to bolster the knowledge, skills, and attitudes (KSAs) of our non-teaching personnel, with a specific focus on addressing the competency gaps in the realm of information and communication technology (ICT). This targeted effort aligns closely with their Individual Development Plans, ensuring a tailored and effective approach to skill enhancement.
3. Attached are the allocation of participants per SDO and the activity matrix. Participants designated by their respective SDOs are requested to complete their registration online on or before **October 10, 2023**, by accessing the link: <https://bit.ly/MaxICT3Reg>.
4. To ensure active participation in the various sessions, participants must come prepared with a laptop and an extension cord. Additionally, it is essential for them to verify that Microsoft 365 is installed on the laptop they intend to use.
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/OPDNTP 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: As stated

Reference: 2023 L&D Plan for NTP

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

ICT NON-TEACHING PERSONNEL PROFESSIONAL DEVELOPMENT

HRDD-CDPA



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Enclosure 1 of the Regional Memorandum HRDD-2023-945

ALLOCATION OF PARTICIPANTS

Division	No of Target Pax
Baybay City	4
Biliran	4
Borongan City	4
Calbayog City	4
Catbalogan City	4
Eastern Samar	5
Leyte	5
Maasin City	4
Northern Samar	5
Ormoc City	8
Samar	4
Southern Leyte	5
Tacloban City	4
PMT/RPs	10
Total	70

PROGRAM MANAGEMENT TEAM

<i>Designation</i>	<i>Name</i>
Program Manager	DR. EVELYN R. FETALVERO, CESO IV Regional Director
Co- Program Manager	DR. RONELO AL K. FIRMO, CESO V Assistant Regional Director
Activity Manager	DR. ALEJANDRA B. LAGUMBAY HRDD Chief
Co- Activity Manager	JIM ALBERT A. LAGADO Head, ICT Unit
QAME Manager	CESAR P. VERUNQUE QAD Chief
Onsite Activity Manager	CLARK DAVE P. ARANTE EPS II, HRDD
Members	RITCHEL P. CAPILLANES, SEPS PABLO I. CABUDLAY, JR., EPS II HRD, SDO Ormoc City

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Enclosure 2 of the Regional Memorandum HRDD-2023- 945**MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF DEPED SERVICES
(BATCH 3)**October 17-20, 2023
Within Ormoc City**CLASS 1**

Time/Day	October 17	October 18	October 19	October 20
7:30 AM-08:00 AM	Travel Time	Preliminaries & Management of Learning	Preliminaries & Management of Learning	Preliminaries & Management of Learning
08:01 AM-10:30 AM		Session 2: Designing for Success- The Art of Modern PowerPoint Presentations Rose Ann A. Prias SHS Teacher III Valencia NHS, Ormoc City	Session 4: Unlocking Creativity with Canva for Office Productivity Rizi Mae J. Codal SEPS-HRD SDO Maasin City	Session 6: Leveraging Artificial Intelligence for Office Efficiency Gino Sam T. Tañala Master Teacher I Gregorio C. Catenza NHS Tunga, Leyte
10:31 AM-10:45 AM		Health Break		
10:46 AM-12:00 AM		Continuation of Session 2 & Workshop	Continuation of Session 4 & Workshop	Continuation of Session 6 & Workshop
12:01 PM-1:00 PM		Lunch Break		
01:01 PM-02:30 PM	Arrival and Registration	Session 3: Automating Office Processes using Spreadsheet Formulas	Session 5: Harnessing the Power of the Advanced Features of MS Word	Closing Program
02:31 PM-02:45 PM	Opening Program	Clark Dave P. Arante EPS II, HRDD Regional Office	Princess Jessica A. Pontillas Teacher III Abuyog South CS Abuyog, Leyte	Departure
02:46 PM-03:00 PM		Health Break		
03:01 PM-04:00 PM	Session 1: Exploring the Salient Features of MS Office 365 Suites	Continuation of Session 3 & Workshop	Continuation of Session 5 & Workshop	
04:01 PM-05:00 PM	Lanillo A. Macalla Principal II Camire ES Tanauan, Leyte			

Prepared by:


CLARK DAVE P. ARANTE
 EPS II, HRDD

Noted by:


ALEJANDRA B. LAGUMBAY PhD
 Chief, HRDD


Enclosure 2 of the Regional Memorandum HRDD-2023- 945**MAXIMIZING THE UTILIZATION OF ICT IN THE DELIVERY OF DEPED SERVICES
(BATCH 3)**October 17-20, 2023
Within Ormoc City**CLASS 2**

Time/Day	October 17	October 18	October 19	October 20
7:30 AM- 08:00 AM	Travel Time	Preliminaries & Management of Learning	Preliminaries & Management of Learning	Preliminaries & Management of Learning
08:01 AM- 10:30 AM		Session 2: Unlocking Creativity with Canva for Office Productivity Rizi Mae J. Codal SEPS-HRD SDO Maasin City	Session 4: Designing for Success- The Art of Modern PowerPoint Presentations Rose Ann A. Prias SHS Teacher III Valencia NHS, Ormoc City	Session 6: Leveraging Artificial Intelligence for Office Efficiency Sophia A. Tan Teacher III Gregorio C. Catenza NHS Tunga, Leyte
10:31 AM- 10:45 AM		Health Break		
10:46 AM- 12:00 AM		Continuation of Session 2 & Workshop	Continuation of Session 4 & Workshop	Continuation of Session 6 & Workshop
12:01 PM- 1:00 PM		Lunch Break		
01:01 PM- 02:30 PM	Arrival and Registration	Session 3: Harnessing the Power of the Advanced Features of MS Word Princess Jessica A. Pontillas Teacher III Abuyog South CS Abuyog, Leyte	Session 4: Automating Office Processes using Spreadsheet Formulas Clark Dave P. Arante EPS II, HRDD Regional Office	Closing Program
02:31 PM- 02:45 PM	Opening Program			Departure
02:46 PM- 03:00 PM		Health Break		
03:01 PM- 04:00 PM	Session 1: Exploring the Salient Features of MS Office 365 Suites	Continuation of Session 3 & Workshop	Continuation of Session 5 & Workshop	
04:01 PM- 05:00 PM	Russel James G. de Guzman Teacher III Granja Kalinawan NHS Jaro, Leyte			

Prepared by:


CLARK DAVE P. ARANTE
 EPS II, HRDD

Noted by:


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