

23-96386



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**  
**OSDS-2023- 011**

To : **STEPHEN R. PASCUAL**  
IT Officer I

Subject : CONDUCT OF CAPACITY BUILDING FOR REGIONAL AND DIVISION IT OFFICERS.

Date : January 12, 2022

Herewith are the Regional Memorandum (ORD-2023-003) dated January 9, 2023 and DepEd Memorandum dated December 27, 2022 from Usec. Atty. Kristian R. Ablan, Undersecretary for Administration (OUA), regarding the conduct of Capacity Building for Regional and Division IT Officers.

The Office of the Undersecretary for Administration, through the Information and Communications Technology Service - Technology Infrastructure Division (ICTS-TID), will conduct the said Capacity Building on January 30, 2023 to February 3, 2023 in Cagayan de Oro City, venue to be announced, to assess and review the Regional and Division Offices utilization of the downloaded Program Support Fund from FY 2021 to 2022.

In the forthcoming activity, the need for additional funds for the network infrastructure project of the Regional and Division Offices will be assessed. All ITOs shall prepare documents showing which systems were purchased and installed. Similarly, a list of systems or equipment that will be funded in FY 2023.

In view thereof, the Division Information Technology Officer is hereby directed to attend. Traveling and other Incidental Expenses shall be charge to local funds subject to the usual accounting and auditing rules and regulations.

For Information and Compliance.

RECORDS SECTION  
**RELEASED**  
DATE: 13 JAN 2023 TIME: 9:34am  
BY: [Signature]

**CRISTY C. EPE**  
Schools Division Superintendent *[Signature]*

Encls: Regional Memo ORD-2023-003



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23-13578

Republic of the Philippines  
**Department of Education**  
DAVAO REGION

SCHOOLS DIVISION OFFICE  
**RECORDS SECTION**

**Office of the Regional Director**

**RECEIVED** 96179  
E: 09 JAN 2023 TIME: 4:01 PM  
BY: [Signature]

**REGIONAL MEMORANDUM**  
ORD-2023-003

To : Schools Division Superintendents / OIC - SDSs  
Regional IT Officer

Subject : CONDUCT OF CAPACITY BUILDING FOR REGIONAL  
AND DIVISION IT OFFICERS

Date : January 9, 2023

Attached is the Memorandum OUA-OUT-120122-002 dated December 27, 2022, from Usec. Atty. Michel Kristian R. Abian, Undersecretary for Administration, on the **Conduct of Capacity Building for Regional and Division IT Officers**.

Immediate dissemination and proper action of this memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV

By the Authority of the Regional Director

[Signature]

**MARIA INES C. ASUNCION**  
Director III  
Office of the Assistant Regional Director

Enclosure: As stated.

ORD/ICT3/jcw

DEPARTMENT OF EDUCATION - DAVAO REGION  
RECORDS SECTION

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By: [Signature]  
Date: 1.9.23






Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-120122-002

**MEMORANDUM**  
27 December 2022

**TO :** REGIONAL DIRECTORS  
SCHOOL DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION IT OFFICERS

**FROM :**   
KRISTIAN R. ABLAN  
Undersecretary for Administration

**SUBJECT :** CONDUCT OF CAPACITY BUILDING OF REGIONAL AND  
DIVISION IT OFFICERS

*Handwritten notes and stamps:*  
- Date: 12-27-22  
- Office: OUA  
- Stamp: RECEIVED  
- Number: 00022

The Information and Communications Technology Service-Technology Infrastructure Division (ICTS-TID) will hold an "Assessment and Capacity Building of Regional and Division Information Technology Officers" on 30 January to 03 February 2023 in Cagayan de Oro City, venue to be announced, to assess and review the Regional and Division Offices' utilization of downloaded Program Support Fund to support the network infrastructure amounting to Php2,000,000.00, from FY 2021 to 2022.

In 2019, TID and IT professionals from the University of Science and Technology of the Southern Philippines (USTP) assisted the ITOs in the development and design of the Region and Division's network infrastructure project.

In this forthcoming Capacity Building, the need for additional funds for the network infrastructure project of the Regional and Division Offices will be assessed. All ITOs shall prepare documents showing which systems were purchased and installed. Similarly, a list of systems or equipment that will be funded in FY2023.

The National Telecommunications Commission (NTC) will provide a radio telecommunications training to avoid violations of its radio laws and regulations.

Participants' transportation and incidental expenses will be charged to the downloaded DCP Program Support Fund (PSF).

The indicative program of activities and the order of presentation is attached as Annex A, for ready reference.

For confirmation of attendance, Please accomplish the online registration form through <https://forms.gle/8C8wanQmYisKJ30v4> on or before 15 January 2023.

**Office of the Undersecretary for Administration**

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,  
Meralco Avenue, Pasig City. Landline 8638-1780

For any concerns, please contact Engr. Ofelia L. Algo, TID Division Chief, Technology Infrastructure Division through telephone number (+632) 86332363 or email address [ofels.tid@dpwd.gov.ph](mailto:ofels.tid@dpwd.gov.ph).

Thank you.

**PROGRAM OF ACTIVITIES**  
**CAPACITY BUILDING OF**  
**REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS**  
**January 30-February 3, 2023**

Venue: TBA

DATE	TIME	ACTIVITY / TOPIC	FACILITATOR
	1:00PM- 2:00PM	Registration of Participants Invocation and National Anthem Opening Remarks Welcome Remarks	TID Secretariat  Engr. Ofelia L. Algo/TID Chief RD / SDS
	2:15PM- 2:30PM	<ul style="list-style-type: none"> <li>➤ Rationale</li> </ul>	Engr. Ofelia L. Algo/TID Chief
January 30, 2023	2:30PM - 5:00PM	<ul style="list-style-type: none"> <li>➤ Updates on Network Infrastructure Fundamentals of Network Architecture</li> <li>✓ Compliance to product standard and regulations</li> <li>✓ Design Documentation                             <ul style="list-style-type: none"> <li>➤ Active network design drawings</li> <li>➤ Inside plant drawings</li> <li>➤ Outside plant drawings</li> <li>➤ Network equipment room design</li> </ul> </li> <li>➤ Bill of materials</li> <li>➤ Patch lists</li> </ul>	Engr Alex Maureal / Lead Technical

**PROGRAM OF ACTIVITIES**  
**CAPACITY BUILDING OF**  
**REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS**  
**January 30-February 3, 2023**

January 31, 2023	8:00AM - 8:30AM 8:30AM - 5:00PM	<p style="text-align: center;">➤ <b>Rack face layout</b></p> <p>Registration of Participants Invocation</p> <p style="text-align: center;"><b>Workshop 1</b></p> <p>Crafting of Competency Framework for the Information Technology Workforce</p> <p>To define what competencies are needed to successfully equip the IT workforce.</p> <p><b>Participants: TID Research and Development Team</b></p>	TID Secretariat
<p><b>Note:</b> Workshops 1 and 2 will be held simultaneously.</p>			<p><b>Mr. Mark Lemuel Garcia</b> Vice President for Mindanao Development Academy of the Philippines (DAP) Cagayan de Oro City Participants: TID Planning</p>

**PROGRAM OF ACTIVITIES**  
**CAPACITY BUILDING OF**  
**REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS**  
**January 30-February 3, 2023**

			TID Research and Development Team
	10:00AM - 12:00NN	Conduct of ITO Competency Assessment to evaluate the ITOs' present knowledge of network infrastructure, identify any skills gap, and develop skills internally by offering training program	Mark Lemuel Garcia Vice President for Mindanao Development Academy of the Philippines (DAP) Cagayan de Oro City
	1:00PM - 5:00PM	<b>Writeshop 3</b> Review of 3rd Phase IT Infrastructure proposals (variance of actual accomplishment vs proposal plan) <b>16 Regional ITOs and 217 Division ITOs</b>	Engr. Alex Maurel Engr. Ulrich Lee Uy Arch. Seknight Benoya Arch. Chris Francis Aspiras Engr. Franch Maverick Lorilla Engr. Iezzer Vince Sayson Electrical Engineer Civil Engineer TID Network Team
February 2, 2023	10:30AM - 5:00PM	Training on Radio Laws and Regulations  By being aware of what is considered Regulated Equipment under the NTC, one can avoid purchasing certain devices without the required permit.	Engr. Teodoro Buenavista Regional Director National Telecommunications Commission, Cagayan de Oro City

**PROGRAM OF ACTIVITIES**  
**CAPACITY BUILDING OF**  
**REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS**  
**January 30-February 3, 2023**

<p>February 1, 2023</p> <p>Workshops 1 and 2 will be held simultaneously.</p>	<p>8:30AM-5:00PM</p> <p>8:00AM - 8:30AM</p> <p>8:30AM - 9:30AM</p>	<p><b>Workshop 2</b></p> <p>Evaluation and assessment of PSF usage for network infrastructure support totaling Php 2,000,000.00 from FY 2021 to 2022.</p> <p><b>16 Regional Offices and 217 Division Offices to submit Project Completion Report for review / assessment of Facilitators and ICT'S-TID Network Team</b></p> <p>Registration of Participants Invocation</p> <p><b>Continuation of Writeshop 1</b></p> <p>Finalization of Competency Framework for the Information Technology Workforce what competencies are needed to successfully equip the IT workforce.</p>	<p>The facilitators are faculty from the USTP Cagayan de Oro campus of the University of Science and Technology of Southern Philippines, and they have expertise in the project implementation of IT infrastructure.</p> <p>Engr. Alex Mauriel          Engr. Ulrich Lee Uy          Arch. Seknight Benoya          Arch Chris Francis Aspiras          Engr. Franch Maverick Lortilla          Engr. Lezer Vince Sayson          Electrical Engineer          Civil Engineer          TID Network Team</p> <p>TID Secretariat</p> <p>Mark Lemuel Garcia          Vice President for Mindanao Development Academy of the Philippines (DAP)          Cagayan de Oro City</p>
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**PROGRAM OF ACTIVITIES**  
**CAPACITY BUILDING OF**  
**REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS**  
**January 30-February 3, 2023**

February 3, 2023	8:00AM- 10:00AM	Closing Ceremony & Awarding of Certificates	Engr. Ofelia L. Algo
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