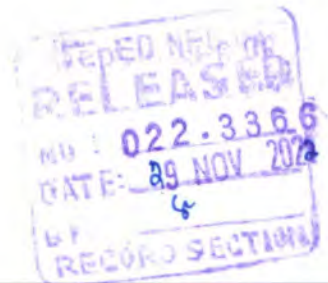





Republic of the Philippines  
Department of Education

ANNEX A



<b><u>AUTHORITY TO TRAVEL</u></b>		CONTROL NUMBER  1385
<b>REGION: VII</b>		
<b>BUREAU/DIVISION: DEPED, SCHOOLS DIVISION OF NEGROS ORIENTAL</b>		
<b>Date of Filing</b>	November 22, 2022	
<b>Name</b>	REMYLIN V. GAO-GAO	
<b>Position/Designation</b>	ITO I	
<b>Permanent Station</b>	SDO, Negros Oriental	
<b>Purpose of Travel</b>	To attend the 2 <sup>nd</sup> Semester 2022 ITO Convergence, Program Implementation Review and Capability Building	
<b>Activity Organized/ Sponsored By</b>	DepEd Regional Office	
<b>Period Covered (Inclusive of Travel Time)</b>	December 5-7, 2022	
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
<b>Venue / Destination</b>	Lahug, Cebu City	
<b>Expenses Covered</b>	Travel and other related expenses <small>(subject to the usual accounting and auditing rules and regulations)</small>	
<b>Fun Source (PAI Code/....)</b>	Division MOOE/ DCP-PSF	
<b>Recommending Approval:</b>	<b>Approved:</b>   <b>SENEN PRISCILLO P. PAULIN, CESO V</b> Schools Division Superintendent  Date: <u>11/28/22</u>	



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

NOV 1 2022

REGIONAL MEMORANDUM

No. 0507, s. 2022

**2<sup>nd</sup> SEMESTER 2022 ITO CONVERGENCE, PROGRAM IMPLEMENTATION  
REVIEW AND CAPABILITY BUILDING**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL CONCERNED

1. The Region VII Information Technology Officers (ITOs) meeting for the 2<sup>nd</sup> semester will be on **December 5-7, 2022**. Venue will be at the 3<sup>rd</sup> Floor Conference Hall, DepEd Regional Office VII, Sudlon, Lahug, Cebu City.
2. All Division IT Officers are reminded to prepare their report (3<sup>rd</sup> and 4<sup>th</sup> quarterly monitoring report presented in a semestral format) which will be uploaded to the official repository during the meeting as part of the expected output.
3. In addition to the reporting, the following activities will also be done:
  - DCP monitoring which includes the reporting of the utilization of funds under the DCP-PSF. All DITOs are requested to prepare and submit the DCP-PSF utilization report;
  - Submission of the baseline data of all ICT equipment using the template agreed upon during the DRR contingency planning at DepEd Ecotech Center; and
  - Capacity Building cum refresher course on the use of National Education Portal (NEP)
4. Accommodation and meals will be provided by DepEd Ecotech Center and will be charged against the DCP-PSF funds subject to the usual accounting rules and regulations. Check-in will start at the afternoon of December 4, 2022, and first meal to be served is dinner. Last meal will be afternoon snacks on December 7, 2022.
5. Transportation and other incidental expenses of the participants will be charged against their respective funds subject to the usual accounting rules and regulations.
6. Immediate dissemination and compliance with this Memorandum is enjoined.

  
**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/ICTU/JPI



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (032) 231:1433; (032) 414-7399  
**Email Address:** region7@deped.gov.ph

## PROGRAM MATRIX

### IT OFFICERS 2<sup>ND</sup> SEMESTER CONVERGENCE, PROGRAM IMPLEMENTATION REVIEW, AND CAPABILITY BUILDING

December 5-7, 2022

3<sup>rd</sup> Floor, DepEd Regional Office VII

Suggested Activity	Duration
TRAVEL TIME TO DEPED ECOTECH CENTER	
<b>Day 1 (Half Day)</b>	<b>December 5, 2022</b>
Registration/Check-in	7:00 AM - 8:30 AM
Opening Program	8:30 AM - 9:00 AM
Refresher Course on the Management and Use of the National Education Portal (NEP)	9:00 AM - 5:00 PM
<b>Day 2 (Whole Day)</b>	<b>December 6, 2022</b>
Attendance Check (Summary of Day 1)	8:00 AM - 8:15 AM
Presentation of Program Implementation (per SDO presentation)	8:15 AM - 4:00 PM
Presentation of Program Implementation (Region)	4:00 PM - 5:00 PM
<b>Day 3 (Half Day)</b>	<b>December 7, 2022</b>
Planning for 2023 activities	8:00 AM - 12:00 PM
Closing Program	1:00 PM - 2:30 PM
TRAVEL TIME BACK TO STATION/RESIDENCE	2:30 PM onwards