



23-03960

Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORANDUM  
OSDS-2023-0022

To: **Paul E. Arsolon**, Information Technology Officer I, OSDS

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

Date: January 20, 2023

Attached are copies of the Memorandum OUA-OUT-120122-002 dated December 27, 2022, from Usec. Atty. Michel Kristian R. Ablan, Undersecretary for Administration and Regional Memorandum ORD-2023-003 dated January 9, 2023, from Dir. Allan G. Farnazo, Regional Director of DepEd Region XI, on the **Conduct of Capacity Building for Regional and Division IT Officers** which shall be held on 30 January to 03 February 2023 in Pearlmont Hotel, Cagayan de Oro City.

Anent to this, you are advised to attend the said activity.

Travel and other incidental expenses incurred shall be charged to the downloaded DCP Program Support Fund (PSF), all subject to the usual accounting and auditing rules and regulations.

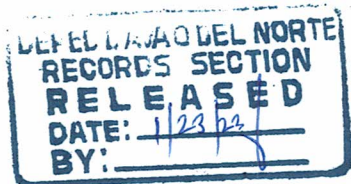
You are advised to implement strict health protocols like wearing of face mask and observing social distancing. Likewise, you are enjoined to continually support and recognize the value of equality and diversity during the conduct of the said activity.

Immediate dissemination of this memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV  
and concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent

**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent



OSDS/pea





P. Ablan  
23-13570

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

**Office of the Regional Director**

**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. Ablan, 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

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

Enclosure: As stated.

ORD/ICT3/jcw

DEPARTMENT OF EDUCATION

RECORDS DIVISION

**RELEASED**

By:

Date: 1.9.23





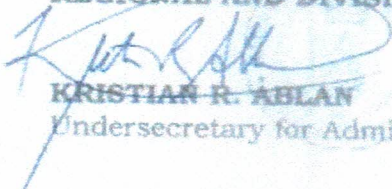
Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

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

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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.de/3CEzxrQmY4skJR6h8> 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  
 Email: usecforadministration@deped.gov.ph

For any concerns, please contact Engr. Ofelia L. Algo, TID Division Chief, Technology Infrastructure Division through telephone number (+632) 86332363 or email address [icta.tid@deped.gov.ph](mailto:icta.tid@deped.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
January 30, 2023	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	➤ Rationale	Engr. Ofelia L. Algo/TID Chief
	2:30PM – 5:00PM	➤ Updates on Network Infrastructure Fundamentals of Network Architecture ✓ Compliance to product standard and regulations ✓ Design Documentation ➤ Active network design drawings ➤ Inside plant drawings ➤ Outside plant drawings ➤ Network equipment room design ➤ Bill of materials ➤ Patch lists	Engr Alex Maureal / Lead Technical

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

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January 31, 2023	8:00AM – 8:30AM	Registration of Participants Invocation	TID Secretariat
<b>Note:</b> <b>Workshops 1</b> <b>and 2 will be</b> <b>held</b> <b>simultaneously.</b>	8:30AM- 5:00PM	<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 style="text-align: center;">Participants: TID Research and Development Team</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	<p>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</p> <p><b><u>16 Regional ITOs and 217 Division ITOs</u></b></p>	<p>Mark Lemuel Garcia  Vice President for Mindanao Development Academy of the Philippines (DAP)  Cagayan de Oro City</p>
	1:00PM - 5:00PM	<p style="text-align: center;"><b>Writeshop 3</b></p> <p>Review of 3<sup>rd</sup> Phase IT Infrastructure proposals (variance of actual accomplishment vs proposal plan)</p> <p><b><u>16 Regional ITOs and 217 Division ITOs</u></b></p> <p>By comparing actual progress to the original project plan, calculate the amount of funding needed to cover the variance.</p>	<p>Engr. Alex Maurel  Engr. Ulrich Lee Uy  Arch. Seknight Benoya  Arch Chris Francis Aspiras  Engr. Franch Maverick Lorilla  Engr. Iezer Vince Sayson  Electrical Engineer  Civil Engineer  TID Network Team</p>
February 2, 2023	10:30AM-5:00PM	<p><b>Training on Radio Laws and Regulations</b></p> <p>By being aware of what is considered Regulated Equipment under the NTC, one can avoid purchasing certain devices without the required permit.</p>	<p>Engr. Teodoro Buenavista  Regional Director  National Telecommunications Commission, Cagayan de Oro City</p>

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

	8:30AM-5:00PM	<p style="text-align: center;"><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><u>16 Regional Offices and 217 Division Offices to submit Project Completion Report for review / assessment of Facilitators and ICTS-TID Network Team</u></b></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 Maurel          Engr. Ulrich Lee Uy          Arch. Seknight Benoya          Arch. Chris Francis Aspiras          Engr. Franch Maverick Lorilla          Engr. Iezer Vince Sayson          Electrical Engineer          Civil Engineer          TID Network Team</p>
February 1, 2023	8:00AM – 8:30AM	Registration of Participants Invocation	TID Secretariat
<i>Workshops 1 and 2 will be held simultaneously.</i>	8:30AM – 9:30AM	<p style="text-align: center;"><b><u>Continuation of Writeshop 1</u></b></p> <p>Finalization of Competency Framework for the Information Technology Workforce what competencies are needed to successfully equip the IT workforce.</p>	<p>Mark Lemuel Garcia          Vice President for Mindanao Development Academy of the Philippines (DAP)          Cagayan de Oro City</p>



**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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