



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the
Schools Division Superintendent**

04 January 2023

DIVISION MEMORANDUM
No. 003, s. 2023

**PARTICIPATION TO THE INTERFACING AND TRAINING AMONG REGIONAL AND
DIVISION INFORMATION OFFICERS, INFORMATION TECHNOLOGY OFFICERS,
AND BIGATEN FOCAL PERSONS**

To: **ANALYN G. FABRIA, PhD.**, *Education Program Supervisor*
KAREN ROSE A. SERRANIA, *Senior education Program Specialist*
SHERRIE R. DUNGOG, *Division Information Technology Officer*
All Others Concerned
This Division

1. Pursuant to Regional Memorandum 799, s.2022 “*Interfacing and Training among Regional and Division Information Officers, Information Technology Officers, and Bigaten Focal Persons*”, this Office directs the indicated personnel to attend the aforesaid activity on January 11-13, 2023 at NEAP-RX, Lapaan, Cagayan de Oro City.
2. Participants are enjoined to prepare a report presentation covering the following areas:
 - a. DMOS and DSMVIM Implementation;
 - b. Advocacy Material Production;
 - c. Social Media and Website Management;
 - d. Public Assistance Service Management;
 - e. Other SDO Initiatives/ Innovations
3. The travel expenses and other incidentals of the participants shall be charged to the local funds, subject to the usual government accounting and auditing rules and regulations.





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4. Further, this memorandum shall also serve as the **Official Authority to Travel** of the identified participants.
5. This activity adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For guidance and strict compliance.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

SGOD/KRAS/hrd REGIONAL TRAINING
DIO, ITO, BIGATEN





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



December 23, 2022

REGIONAL MEMORANDUM
No. 799, s. 2022

INTERFACING AND TRAINING AMONG REGIONAL AND DIVISION
INFORMATION OFFICERS, INFORMATION TECHNOLOGY OFFICERS,
AND *BIGATEN* FOCAL PERSONS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Regional and Division IOs, ITOs, and *BigaTEN* Focal Persons
All Others Concerned

1. This issuance refers to the upcoming **Interfacing and Training among Regional and Division Information Officers, Information Technology Officers, and *Bigaten* Focal Persons** at NEAP-RX, Lapasan, Cagayan de Oro City, on January 11-13, 2023. *Ms. Karen*

2. Anchored on the core values of **Service, Optimism, Achievement, Recognition (SOAR)**, the activity aims to

- reorient the participants to their roles and functions;
- reacquaint them with Regional Memorandum No. 111, s. 2022 (*BigaTEN* DepEd X: #A10 to Season 3, s. 2022);
- recapacitate them on implementing the DMOS and DSMVIM, accomplishing the public assistance service tasks, familiarizing the social media and website draft policy, and formulating communication plans and incident reports;
- familiarize the participants with the ILAW guidelines;
- evaluate their program implementation, share their best practices, and outline their future initiatives to enhance program implementation;
- recognize outstanding Division Information Officers (DIOs), and
- discuss other relevant matters.

3. To efficiently manage the session activities, the participants shall accomplish the attached template with photo documentation for the report presentation. Likewise, attached is the program of activities for reference.

4. The participants' food and accommodation will be charged to the Regional Office (RO) funds while their travel expenses and other incidentals shall be charged to the divisions' MOOE/local funds, subject to the usual government accounting and auditing rules and regulations.



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph



5. Check-in with dinner as the first meal will be on January 11; check-out with lunch as the last meal will be on January 13.
6. For inquiries and facilitation of billeting requirements at NEAP-R, please coordinate with PAULO at 0917-522-1374 or CAPZKIY at 0936-452-7785.
7. This Office directs the immediate and wide dissemination of this Memorandum.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

BIGATEN PIR PUBLIC AFFAIRS SERVICE

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INTERFACING AND TRAINING AMONG REGIONAL AND DIVISION
INFORMATION OFFICERS, INFORMATION TECHNOLOGY OFFICERS,
AND *BIGATEN* FOCAL PERSONS
January 11-13, 2023

SERVICE * OPTIMISM * ACHIEVEMENT * RECOGNITION

Report Presentation Template

Areas:

- 1. DMOS and DSMVIM Implementation**
- 2. Advocacy Material Production**
- 3. Social Media and Website Management**
- 4. Public Assistance Service Management**
- 5. Other SDO Initiatives/Innovations (as part of the DIOs'/ITOs' tasks)**

A. Best Practices

Area		
Names and Descriptions of the Activities/Initiatives/Innovations	Outcome/Impact of the Activities/Initiatives/Innovations	Factors that Contributed to the Success of the Activities/Initiatives/Innovations

B. Issues/Concerns/Challenges

Area		
Issues/Concerns/Challenges in Implementing the Activities/Initiatives/Innovations	Outcomes/Impacts of the Issues/Concerns/Challenges	Interventions Conducted

C. Suggestions/Recommendations

Area		
Suggestions/Recommendations to Improve the Activity/Program Implementation	Support Needed	The office that will provide the support

INTERFACING AND TRAINING AMONG REGIONAL AND DIVISION
INFORMATION OFFICERS, INFORMATION TECHNOLOGY OFFICERS,
AND *BIGATEN* FOCAL PERSONS
January 11-13, 2023

SERVICE * OPTIMISM * ACHIEVEMENT * RECOGNITION

Program of Activities

January 11

4:00 p.m. onwards	Check-in (with dinner)
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January 12

8:00-8:15 a.m.	Opening Program: <ul style="list-style-type: none"> • National Anthem • Invocation • Region X March
8:16-8:30 a.m.	Acknowledgment of Participants
8:31-8:45 a.m.	Welcome Remarks – ARD Victor G. De Gracia Jr., PhD, CESO V
8:46-9:00 a.m.	Activity Overview – EPS Ramon G. Abrera Jr.
9:01-9:15 a.m.	Message – RD Arturo B. Bayocot, PhD, CESO III
9:16-9:30 a.m.	Reorientation to the DIOs’ Roles and Functions (DIOs)
9:31-10:30 a.m.	Polishing up on Writing Issuances Based on the DMOS (DIOs)
10:31 a.m.-12:00 p.m.	Formulating Communication Plans and Incident Reports (DIOs)
12:00-1:30 p.m.	Break
1:31- 2:00 p.m.	Accomplishing the Public Assistance Service Tasks (Focal Persons)
2:01-3:00 p.m.	Familiarizing Data Privacy, Copyright, and Intellectual Property Issues (DIOs, ITOs, Focal Persons)
3:01-4:00 p.m.	Familiarizing the Social Media and Website Draft Policy (DIOs, ITOs, Focal Persons)
4:01-4:30 p.m.	Reorientation to Regional Memorandum No. 111, s. 2022 (BigaTEN DepEd X: #A10to Season 3, s. 2022) (DIOs, ITOs, Focal Persons)
4:31-5:00 p.m.	Familiarizing the ILAW Guidelines (DIOs, ITOs, Focal Persons)

January 13

8:00-8:15 a.m.	Management of Learning
8:16-10:30 a.m.	SDO Reports: Program Implementation, Best Practices, Future Initiatives (DIOs, ITOs, Focal Persons)
10:31-11:30 a.m.	Team Interfacing/Experiential Sharing
11:31 a.m.-12:00 p.m.	Closing Program