



Division Memorandum
No. 02, s. 2019

TO: All PSDS/DIC
Selected ICT Coordinators
This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **COORDINATION MEETING FOR CRAFTING DIVISION-BASED ICT POLICIES AND OTHER RELATED IT CONCERNS.**

DATE: January 4, 2019

1. In line with the DepEd Order 95, s.2010, Guidelines on the Proper Use of Computer and Network Facilities in all DepEd Administrative Offices and Schools. To ensure the uniformity, effective and efficient use of computer and network facilities, the Division IT Unit will be formulated division-based ICT Guidelines and Policies on the proper use of computer and network facilities in all DepEd administrative offices and public schools.
2. There will be one-day coordination meeting with the selected school ICT Coordinators for crafting the division-based ICT Guidelines and Policies and other related IT concerns on January 4, 2019 at Division Conference Hall, Division Office Surigao del Sur, Tandag City.
3. Here are requested school ICT Coordinators to attend the said meeting.
 - a. JONATHAN CUADRILLERO – Madrid NHS
 - b. CHARISMA F. SUICO – Unidad NHS
 - c. SHELLA MONTENEGRO – Tago NHS
 - d. FRITCH A. PARONDA – Florita Irizarri NHS
 - e. JULIUS AZARCON – Agsam IS
 - f. LEO R. COSMIANO – Cantilan NHS
 - g. ROMMEL DESUYO – Carmen Agricultural NHS
 - h. ANDY CUADRA – Tambis NHS
 - i. JOEVANNIE S. PAGAURA – San Miguel NCHS
 - j. DEJEL F. CADAIVOS – Gata IS
4. School ICT Coordinators mentioned above are required to bring **Laptop, Extension Wire, Pocket WiFi or Modem.**
5. Travelling expenses as well must be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.



Republic of the Philippines
Department of Education
 Caraga Administrative Region
DIVISION OF SURIGAO DEL SUR
 Tandag City



TRAVEL AUTHORITY
 No. 10-01 s. 2019

January 3, 2019

Name	Position	Official Station
JULIUS D. AZARCON	Teacher I	Agsam ISS
LEO R. COSMIANO		Cantilan NHS
ROMMEL DESUYO	Teacher I	Carmen NAHS
FRITCH A. PARONDA	Teacher I	Florita Herrera-Irizari NHS
SHELLA MONTENEGRO	Teacher I	Gamut NHS (Tago)
DEJEL F. CADAVOS		Gata ISS
JHONATHAN C. VILLASON	Teacher III	Madrid NHS
JOEVANNIE S. PAGAURA		San Miguel NCHS
ANDY B. CUDRA		Tambis NHS
CHARISMA F. SUCIO	Teacher III	Unidad NHS
MARVIN G. MINGUILLAN	ITO	Division Office
Purpose of Travel	To attend COORDINATION MEETING FOR CRAFTING DIVISION-BASED ICT POLICIES AND OTHER RELATED IT CONCERNS.	
Legal Basis/Memo	Division Memorandum No. , s. 2019	
Destination and Date	Division Conference Hall/ January 4, 2019	
Expenses covered	Travelling expenses/per diems	
Fund Source	School MOOE	

THIS IS CERTIFY THAT:

_____ Has Unliquidated C/A _____
 _____ Has No/Accounted C/A _____
 _____ Under _____ As of _____

BETHANY I. EVILLA, CPA
 Accountant III

Approved:


MARILOU B. DEDUMO, Ph.D., CESO V
 School Division Superintendent