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Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangol, La Trinidad, Benguet, 2601
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REGIONAL MEMORANDUM

2nd REGIONAL ICT TEAM CONFERENCE for 2018

To: Schools Division Superintendents
Division Information Technology Officers
Human Resource Management Officers
All Others Concerned



1. The Department of Education - Regional Office through the Information and Communications Technology Unit (ICTU) will conduct its 2nd 2018 Regional ICT Team Conference on **August 14-16, 2018** at Baguio City. Exact venue will be announced at a later date.
2. The conference covers the following agenda:
 - a. workshop-review and rollout of the revised Plantilla of Personnel System; and
 - b. updates on DepEd ICT Programs and Projects.
3. The expected participants to the conference are as follows:

Participants	Quantity
May B. Eclar, Ph.D., CESO V – <i>Regional Director</i>	1
<i>Regional ICT Unit</i>	3
Jumar B. Yago-an, ITO I Vandolph B. Flora, Computer Programmer II Glenn P. Papa, Computer Maintenance Technologist I	8
<i>Division ITOs</i>	8
Marlou G. Borja, ITO – Abra Silver Ian Dimaano, ITO – Apayao Harris G. Dizon Jr., ITO – Baguio City Eric S. Wanson, ITO – Benguet Richard Butale, ITO – Ifugao Michelle Alagoy, ITO – Kalinga Loida Elaine Tibong, ITO – Mt. Province Allan Dumalsin, ITO – Tabuk City	
<i>Regional HRMO (Day 1 only)</i>	1
<i>Division HRMOs (Day 1 only)</i>	8
<i>Host Division ICT Unit Staff</i>	1
TOTAL	22



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4. Should the indicated participant will not be able to attend the activity, a representative is a must.
5. Accommodations will be available at 2:00pm on August 14. Meanwhile, the first meal will be dinner on August 14 and the last meal will be afternoon snacks of August 16.
6. All identified participants shall confirm their attendance through **<http://bit.ly/CARICTTeamConference>** not later than 5:00PM on August 10, 2018.
7. Transportation, other meals and incidental expenses shall be charged against local funds subject to the existing DepEd and Commission on Audit (COA) rules and regulations.
8. Immediate dissemination of this Memorandum is desired.

MAY B. ECLAR, Ph.D., CESO V
Regional Director