



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Division of City Schools - Tagbilaran City

**Office of the Schools Division  
Superintendent**

MEMORANDUM  
MLA-2020- 002

TO : **MARICEL O. BARIMBAO**  
School ICT Coordinator  
Manga National High School

**SARAH JEAN T. CACHO**  
School ICT Coordinator  
Cogon Elementary School

DEPED REGION VII  
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
**UPLOADED**  
BY: *[Signature]* DATE 1/9/20

FROM : *For the SDS: [Signature]*  
**JOSEPH IRWIN A. LAGURA, PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent *[Signature]*

SUBJECT : **Capacity Building CUM Training of Trainers for Region VII ITOs  
and Division ICT Core Team on Microsoft Office 365**

DATE : **January 9, 2020**

1. Attached is DepEd Regional Memorandum 15, s. 2019, dated: January 8, 2020 entitled: "Capacity Building CUM Training of Trainers for Region VII ITOs and Division ICT Core Team on Microsoft Office 365".
2. In line with this, you are hereby directed to attend the said training on January 13-14, 2020 at the DepEd Ecotech Center Sudlon, Lahug, Cebu City.
3. Accommodation, transportation, incidental and other expenses relative to the conduct of this activity will be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
4. Participants are requested to bring laptop and extension cord.
5. For your guidance and compliance.



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

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0015** s. 2020

JAN 08 2020

**CAPACITY BUILDING CUM TRAINING OF TRAINERS FOR REGION VII ITOs AND  
DIVISION ICT CORE TEAM ON MICROSOFT OFFICE 365**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. To ensure that Microsoft Office 365 is fully utilized by teaching and non-teaching force in Region VII, the Regional ICTU will be conducting a **Capacity Building cum Training of Trainers of IT Officers and Division ICT Core Team on Microsoft O365 on January 13-14, 2020** at the **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**. The participants are expected to cascade the training to their respective offices and schools.
2. The number of participants per Division is detailed below:

Division	Member/s of Division ICT Core Team	Division ITO
Bais	2	1
Bayawan	2	1
Bogo	2	1
Bohol	3	1
Carcar	2	1
Cebu City	2	1
Cebu Prov	3	1
City of Naga	2	1
Danao	2	1
Dumaguete	2	1
Guihulngan	2	1
Lapu-lapu	2	1
Mandaue	2	1
Negros Oriental	3	1
Siquijor	2	1
Tagbilaran	2	1
Talisay	2	1
Tanjay	2	1
Toledo	2	1



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*JN* 1/8/20  
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3. Meals of ALL participants and the accommodation of the Division ITOs and Facilitators' only at DepEd Ecotech Center on January 12 and 13 will be charged against the **Regional DCP-ISF (OSEC-7-19-1457)**.

4. Accommodation (non-Division ITO and non-Facilitator), transportation, incidental and other expenses of the participants relative to the conduct of this activity shall be charged against their respective local funds subject to the usual accounting and auditing rules and regulations. First meal to be served will be **dinner of January 12** and last meal to be served will be **PM snacks of January 14**.

	Day 0 (Jan. 12)	Day 1 (Jan. 13)	Day 2 (Jan. 14)
Breakfast		✓	✓
AM Snacks		✓	✓
Lunch		✓	✓
PM Snacks		✓	✓
Dinner	✓	✓	X
Board and Lodging (for Division ITOs and Speakers only)	✓	✓	X

5. The Division ITOs are requested to send the names of their Division participants to the Regional ITO on or before **January 10, 2020**.

6. Participants are requested to bring laptop, extension cord, and mobile wifi (at least 5mbps for better experience).

7. Immediate and wide dissemination of this memorandum is desired.

**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director III  
OIC-Regional Director