



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**

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.gle/8CBzrOmYdsKJR6h8> 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 icts.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

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January 30-February 3, 2023

January 31, 2023	8:00AM – 8:30AM	<p style="text-align: center;">➤ Rack face layout</p> <p>Registration of Participants Invocation</p>	TID Secretariat
<p>Note: <u>Workshops 1 and 2 will be held simultaneously.</u></p>	8:30AM-5:00PM	<p style="text-align: center;"><u>Workshop 1</u></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>Participants: TID Research and Development Team</p>	<p>Mr. Mark Lemuel Garcia Vice President for Mindanao Development Academy of the Philippines (DAP) Cagayan de Oro City Participants: TID Planning</p>

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January 30-February 3, 2023

			TID Research and Development Team
	10:00AM-12:00NN	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 <u>16 Regional ITOs and 217 Division ITOs</u>	Mark Lemuel Garcia Vice President for Mindanao Development Academy of the Philippines (DAP) Cagayan de Oro City
	1:00PM – 5:00PM	Workshop 3 Review of 3rd Phase IT Infrastructure proposals (variance of actual accomplishment vs proposal plan) <u>16 Regional ITOs and 217 Division ITOs</u> By comparing actual progress to the original project plan, calculate the amount of funding needed to cover the variance.	Engr. Alex Maurel Engr. Ulrich Lee Uy Arch. Seknight Benoya Arch Chris Francis Aspiras Engr. Franch Maverick Lorilla Engr. Lezer Vince Sayson Electrical Engineer Civil Engineer TID Network Team
February 2, 2023	10:30AM-5:00PM	Training on Radio Laws and Regulations By being aware of what is considered Regulated Equipment under the NTC, one can avoid purchasing certain devices without the required permit.	Engr. Teodoro Buenavista Regional Director National Telecommunications Commission, Cagayan de Oro City

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	8:30AM-5:00PM	<p style="text-align: center;">Workshop 2</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>16 Regional Offices and 217 Division Offices to submit Project Completion Report for review / assessment of Facilitators and ICTS-TID Network Team</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. Lezer Vince Sayson Electrical Engineer Civil Engineer TID Network Team</p>
<p>February 1, 2023</p> <p><i>Workshops 1 and 2 will be held simultaneously.</i></p>	<p>8:00AM – 8:30AM</p> <p>8:30AM – 9:30AM</p>	<p>Registration of Participants Invocation</p> <p style="text-align: center;">Continuation of Writeshop 1</p> <p>Finalization of Competency Framework for the Information Technology Workforce what competencies are needed to successfully equip the IT workforce.</p>	<p>TID Secretariat</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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