



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**

Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City

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Division Memorandum

To : Chiefs, CID and SGOD  
Division Education Public Supervisors  
Concerned Public Schools District Supervisors/ District In-Charge  
Concerned Secondary School Heads  
Concerned School ICT Coordinators  
Division ICT Service Unit

From: **SALUSTIANO T. JIMENEZ, CESO VI**  
OIC- Office of the Asst. Regional Director  
Concurrent Schools Division Superintendent

Subject: **MEETING/WORKSHOP IN PREPARATION FOR THE CONDUCT OF THE  
FIRST REGIONAL ICT SUMMIT**

Date: October 19, 2017

1. The following are advised to report to the Division Office Conference Room at the Schools Division of Negros Oriental on October 21, 2017:
  1. Dae P. Habalo – Division Office
  2. Elmar L. Cabrera – Division Office
  3. Deovenson I. Veracruz – Division Office
  4. Jetril I. Labajo – Division Office
  5. Nathaniel E. Lajot, Jr. – Division Office
  6. Remylin V. Gao-gao – Division Office
  7. Alfredo L. Ticon, Jr. – Division Office
  8. Rommie Benolaria – Ayungon NHS
  9. Glyndel D. Pastor – Ayungon NHS
  10. Louelyn M. Lajot – Casiano Z. Napigkit NHS
  11. Lolita T. Rivera – Siaton NHS
  12. Chariss R. Siplon – Sibulan NHS
2. This is in relation to the conduct of the 1<sup>st</sup> Regional ICT Summit on November 13-14, 2017 at Region VII, Central Visayas.
3. The aforementioned personnel are entitled for a one day Service Credit/CTO.
4. This serve as Travel Order.
5. Immediate dissemination and compliance to this Memorandum is desired.

23 OCT 2017

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Republic of the Philippines  
**Department of Education**  
**INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE**  
Pasig City, Philippines

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**Office of the Director**

DATE: 10 October 2017

TO: Bureau and Service Directors  
Regional Directors  
ARMM Regional Secretary  
Schools Division Superintendents  
Public Elementary and School Heads  
All Others Concerned

FROM:   
AIDA C. YUVIENCO  
Director IV, Information and Communications Technology Service

SUBJECT: Updated Guidelines, Rubrics, and Terms of Reference on Holding the  
Regional DepEd ICT Summits

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The **Regional DepEd ICT Summits** was announced through **DepEd Memorandum (DM) No. 143, s. 2017**. Said Memorandum mandates all regional offices to extend full support to the conduct of the Regional Summits.

In response to feedback and suggestions from stakeholders in the Regional Offices, the Information and Communications Technology Service (ICTS) releases the updated **Guidelines** and **Terms of Reference** on holding the **Regional Summits**, including the **Guidelines, Mechanics, and Rubrics** of the **Regional and National ICT Innovations Awards**.

The following documents are attached with this memorandum:

- About the DepEd ICT Summits
- ICT Innovations Awards: Guidelines
- ICT Innovations Awards: List of National Juries
- Operational Schedule of Activities
- ICT Innovations Awards: Rubrics for Judging
- ICT Innovations Awards: Judging Mechanism Diagrams
- Terms of Reference of the Regional ICT Summit Organizing Committees

For more information, all concerned may contact Mr. Gerard Atienza of the **National ICT Summit Organizing Committee** at telephone number (02) 633-7264 or through email address: [ictsummit@deped.gov.ph](mailto:ictsummit@deped.gov.ph).

Immediate dissemination of this Memorandum is desired.



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## THE DEPED ICT SUMMITS

About the DepEd ICT Summits

### About

The Department of Education (DepEd) will conduct a series of **DepEd ICT Summits**, which will start as **Regional Summits** and will culminate in the **National Summit**.

The Summits shall bring together ICT practitioners, policy makers, achievers in ICT education and implementation, and other stakeholders in the National, Regional, Division, and school levels, and provide ideal platforms to discuss innovations in education, enrich teaching and learning, build capacities for effective school and office management, and share top education resources.

DepEd shall use the Summits as a venue to search for and recognize innovations in the field in utilizing ICT to effectively deliver teaching and learning, as well as provide efficient governance and operations, directly to learners, teachers, and relevant stakeholders in the field of education.

### Tagline, Theme, and Objectives

The Summits' tagline is **Cultivating a Culture of ICT Excellence**.

With this year's theme **Digital Transformation for the KID (K-12 + ALS, ICT, DepEd)**, the Summits aim to:

- Update ICT practitioners in DepEd on emerging technologies;
- Start the culture of sharing and collaborating of ICT in teaching and learning and governance;
- Provide a forum to update everyone on current ICT projects and implementations in DepEd as well as future plans; and
- Recognize ICT best projects and implementers.

## Regional Summits

The Regional Summits will be conducted using the following structure:

### *Delegates*

Expected delegates of the Regional Summits shall be the following:

1. Regional Office (RO)
  - a. The Regional Director (RD)
  - b. The Assistant RD
  - c. The Regional Information Technology Officer (ITO)
2. Schools Division Offices (SDO)
  - a. Schools Division Superintendents (SDS)
  - b. Assistant SDSs
  - c. Division ITOs
3. Applicant schools/divisions for the Regional ICT Innovations Awards
  - a. School heads
  - b. School ICT coordinators
  - c. Proponents from the applicant school/division
4. The Regional ICT Summit Organizing Committee
5. Representatives from the DepEd Central Office (CO)

### *Funding*

Funds to subsidize the conduct of the Regional Summits shall be downloaded to the ROs, chargeable to 2017 DCP funds.

The allocated amount for each region shall cover the venue, board and lodging, travel expenses (transportation and per diem) of delegates to and from the venue, and other incidental expenses relevant to the actual conduct of the Regional Summits.

Board and lodging, travel, and other expenses relative to the validation/evaluation of ICT Innovations Awards applicants from the Divisions by the *Regional Selection Process Committees* (RSPC) will be charged to the downloaded fund.

Other expenses not indicated in these guidelines shall be charged to local funds.

Expenses mentioned above are subject to the usual accounting and auditing rules and regulations.

### *Conduct of the Summits*

1. Prior to the holding of the Regional Summits, the RSPCs shall conduct an on-site validation and/or evaluation of ICT Innovations Awards applicants from the Divisions. (See ICT Innovations Awards Guidelines/*Mechanics for the mechanics and guidelines.*)
2. Each region, spearheaded by the RO, shall hold their respective Regional Summits on or before **15 November 2017** at a venue identified by the RO.
  - a. In an unlikely event that the RO needs to hold their Regional Summit on a date later than the aforementioned, the Regional ICT Summit Organizing Committee of that RO must communicate prior and formal notice to the National ICT Summit Organizing Committee.