



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VIII  
**SCHOOLS DIVISION OF CATBALOGAN CITY**




**DIVISION MEMORANDUM**

No. 400s, 2018

DATE : December 19, 2018

TO : School Heads Elementary and Secondary  
ICT Coordinators  
ICT Core Team  
All Others Concerned

FROM :   
CARMELINO P. BERNADAS, Ph. D., CESO VI  
OIC-Schools Division Superintendent 

SUBJECT : 2018 Division Training of Trainers on ICT

1. DepED SDO of Catbalogan City through the ICTS Unit, shall conduct a Division ICT Literacy Workshop on December 27-29, 2018 in Catbalogan City with the Venue to be announced later.
2. Participants to the activity are the 58 ICT Coordinators/12 ICT Core Team Members of the elementary and secondary schools under the division.
3. The **ICT Core Team** members shall lead the activity in terms of venue preparation, technical assistance and other matters relative to the activity. An enclosure is attached in this memorandum.
4. Participants are advised to bring **Laptop, Extension Wire and Internet Device**. District schools are advised to bring their **mobile internet device with load** duration of the activity
5. Lunch and snacks will be served, morning and afternoon for the participants and facilitators duration of the activity, first meal is snack in the morning of December 27, 2018 and last meal is snack in the afternoon of December 29, 2018. Expenses incurred relative to the participation on this activity shall be charged against respective local funds/school MOOE, subject to existing accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired



SDO/ICTServices/AJSC/12/19/2018



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VIII  
**SCHOOLS DIVISION OF CATBALOGAN CITY**



Enclosure No. 460

**ICT Core Team**

1. ABE JOY S. CABERO
2. JOSE MARIE BACULI
3. RONIAN JABON
4. ADELITA GOMBA
5. GERRY MAGA
6. PEDRO ABAMO JR.
7. JOEL CHRISTIAN SALENTES
8. BERNARD PEREZ
9. DIONESIO ADONA
10. JONATHAN CAYAT
11. WINDARE LATOJA
12. ACE ANTHONY CARO