



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

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**JUN 06 2002**

DEPED MEMORANDUM

No. **94**, s. 2002

IT Training for Finance and Planning Staff of the  
Regional and Division Offices

To : Undersecretaries  
Assistant Secretaries  
Directors of Bureaus/Centers/Services  
Regional Directors  
Schools Division/City Superintendents

1. The Department of Education through the Ateneo Information Technology Institute (AITI) will be conducting a series of IT training workshops for the Regional and Division Offices. The training will be geared towards introducing the participants to Windows, Word and Powerpoint and mastering Excel. The first batch of trainings will be conducted for the Regional and Division Offices of Regions I, II, III, IV, V, VI, VII, and NCR. Please refer to attachment 1 for the schedule and venue. Training for the rest of the Regional and Division Offices will be announced at a later date.

2. Ten participants are allocated for each region and five for each division. The Regional and Division Offices are advised to send personnel involved in the cash, budget, accounting and planning functions to facilitate ongoing efforts to automate financial transactions and install a revised Unified Data Gathering System (UDGS). Of particular importance are the personnel who will actually maintain the financial system and the revised UDGS. All participants should have permanent items or are expected to be hired in the near future.

3. DepEd Regional Offices will host the trainings to be conducted in their respective regions. This will include approximately fifteen additional participants from the Regional Office of the Department of Social Welfare and Development (DSWD) which is also piloting the financial system. Details are found in attachment 1.

4. Each region will designate a coordinator who will take charge of identifying the participants and their respective positions, ensuring that priority is given to finance and

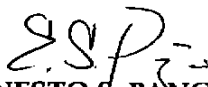
*"Bawat Graduate, Bayani at Marangal"*

planning staff, and organizing the meals for the workshop. The list of participants and their positions should be communicated to the Office of the Secretary or AITI as soon they are finalized.

5. Costs for the venue and provision of computers will be shouldered by AITI. Meals, transportation, lodging and other expenses will be funded locally.

6. For inquiries regarding the project, please contact Abram Y.C. Abanil, Office of the Secretary, at telephone number 636-4995 or Malu Polintan, Ateneo Information Technology Institute, at telephone number 840-0892.

7. For immediate action.

  
ERNESTO S. PANGAN  
Undersecretary

AYCA  
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Encl.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
INFORMATION TECHNOLOGY  
TRAINING PROGRAMS

**Training Schedule**

Schedule	Venue	Host	Number of Participants	Participating Regional and Division Offices	
June 24 - 27 Mon - Thu 8:00 - 5:00 pm	AITI, 5 <sup>th</sup> floor, Ateneo Professional Schools Building, #130 HV dela Costa St., Salcedo Village, Makati	Region IV	95 0 DSWD	Region IV Rizal Batangas Quezon Cavite Laguna Marinduque Oriental Mindoro Occidental Mindoro	Palawan Romblon Batangas City Lipa City Lucena City San Pablo City Cavite City Aurora Puerto Princesa City
July 1 - 4 Mon - Thu 8:00 - 5:00 pm	AITI, 5 <sup>th</sup> floor, Ateneo Professional Schools Building, #130 HV dela Costa St., Salcedo Village, Makati	NCR	75 0 DSWD	NCR Manila Quezon City Caloocan City Pasay City Pasig/San Juan Marikina City Muntinlupa City	Taguig/Pateros Makati City Malabon/Navotas/ Valenzuela Las Piñas City Parañaque Mandaluyong City
July 8 - 11 Mon - Thu 8:00 - 5:00 pm	St. Louis College, San Fernando, La Union	Region I	55 +15 DSWD	Region I Pangasinan I Pangasinan II Urdaneta City Ilocos Norte	Ilocos Sur La Union Dagupan City San Carlos City Laoag City
July 15 - 18 Mon - Thu 8:00 - 5:00 pm	St. Paul University, Carig, Tuguegarao City, Cagayan	Region II	20 +8 DSWD	Region II Cagayan	Batanes
July 22-25 Mon - Thu 8:00 - 5:00 pm	St. Paul University, Carig, Tuguegarao City, Cagayan	Region II	20 + 7 DSWD	Isabela Nueva Vizcaya	Quirino Tuguegarao City
	Holy Angels University, Maimpis, San Fernando, Pampanga	Region III	55 +15 DSWD	Region III Bulacan Pampanga Zambales Tarlac	Nueva Ecija Bataan Angeles City Cabanatuan City Olongapo City
July 29 - August 1 Mon - Thu 8:00 - 5:00 pm	Divine Word College, Rawis, Legaspi City	Region V	55 +15 DSWD	Region V Camarines Sur Camarines Norte Albay Masbate	Sorsogon Catanduanes Naga City Legaspi City Iriga City

Schedule	Venue	Host	Number of Participants	Participating Regional and Division Offices	
August 5 - 8 Mon - Thu 8:00 - 5:00 pm	De Paul College, Duran St., Iloilo City	Region VI	30 +5 DSWD	Region VI Negros Occidental Iloilo	Antique Capiz
August 12 - 15 Mon - Thu 8:00 - 5:00 pm	De Paul College, Duran St., Iloilo City	Region VI	30 +5 DSWD	Aklan Guimaras Bacolod City	Iloilo City San Carlos City Cadiz City
August 19 - 22 Mon - Thu 8:00 - 5:00 pm	De Paul College, Duran St., Iloilo City	Region VI	30 +5 DSWD	La Carlota City Roxas City Silay City	Bago City Sagay City Kabankalan City
	University of San Carlos, Lahug, Cebu City	Region VII	55 +15 DSWD	Region VII Cebu Bohol Negros Oriental Siquijor	Cebu City Dumaguete City Lapu-Lapu City Toledo City Mandaue City